

AD9200 RECORDS MANAGEMENT

Records documenting the oversight of records management at the University.

Includes developing records management policies, procedures and guidelines; developing, implementing, maintaining, reviewing and evaluating of records management practice at the university level; and drafting records retention schedules.

Not used for departmental records keeping, see AD9250.

Example documents include but are not limited to policies, procedures, guidelines and correspondence.

University Records exist in both physical and electronic formats, such as paper, email or data in a database. Paper records may or may not contain information that is duplicated in an electronic system. For technical reasons the retention assigned to the electronic records may be different from the retention of physical records. If there are differences, see instructions in this schedule for details.

OPR - Records Management and Privacy Office

(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
10	University Records Management Committee (URMC) Files	AY + 5	0	DP/AR	NO
	<i>Records consist of URMC agendas, minutes, supporting documentation including records retention schedules and approval forms.</i>				
	<i>Disposition Plan: Official committee meeting package to be transferred to the Archives at the end of the retention.</i>				
	Retention based on anticipated operational use.				

GLOSSARY

FY = Fiscal Year (May 1 to April 30)

AY = Academic Year (September 1 to August 31)

CY = Calendar Year (January 1 to December 31)

ET = Event Trigger

OPR = Office of Primary Responsibility

DP = Special Disposition Plan

AR = Transfer to Archives

D = Destroy / Delete

PIB = Personal Information Bank

AD9200 was approved on 04/04/2017.

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
30	Records Management Program Files	ET + 5	0	D	NO
	<i>Records documenting the development, implementation, maintenance, review and evaluation of records management practices and other activities that support and direct the records management program.</i>				
	<i>Not used for Records Retention Schedules Database, see AD9200-40.</i>				
	<i>Records consist of consultation notes, records management program plans, and program evaluations.</i>				
	<i>ET Definition: Activities concluded.</i>				
	Retention based on anticipated operational use.				
40	Records Retention Schedules Database	ET + 0	0	AR	NO
	OPR - University Archives				
	<i>Records consist of database used for creating records retention schedules.</i>				
	<i>ET Definition: Database decommissioned.</i>				
	Retention based on anticipated operational use.				

This schedule applies to official records. Convenience or duplicate copies of official records should not be kept longer than necessary, and in no event longer than the official copy.

GLOSSARY

FY = Fiscal Year (May 1 to April 30) DP = Special Disposition Plan
AY = Academic Year (September 1 to August 31) AR = Transfer to Archives
CY = Calendar Year (January 1 to December 31) D = Destroy / Delete
ET = Event Trigger PIB = Personal Information Bank
OPR = Office of Primary Responsibility

AD9200 was approved on 04/04/2017.