

AD9250 DEPARTMENTAL RECORD KEEPING

Records documenting the management of university records at department level.

Includes the administration of maintenance, retrieval and disposition of the units records and liaison with university records management staff.

Example documents: 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.

OPR - Department or Unit Head

(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
31	Records Maintenance Files	ET + 1	0	D	NO
<i>Records documenting records maintenance at department or unit. Used for tracking, monitoring, and maintaining control of recorded information holdings in active or semi-active storage. Includes locations lists, file lists, and coding authorities Also includes subject guides and other taxonomies (e.g., file naming conventions lists, acronym lists).</i>					
<i>Example documents: correspondence, lists, logs, subject guides, tracking system data.</i>					
<i>ET Definition: Information superseded or no longer needed.</i>					
32	Records Retrieval Files	AY + 5	0	D	NO
<i>Records documenting records retrieval. Used for tracking and monitoring the retrieval, use and return of records requested from records holdings in any storage location (e.g. office, central registry, offsite storage). Includes requests, deliveries, returns, and tracking logs.</i>					

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

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
33	Records Disposition Files	AY + 5	10	D	NO

Records documenting the disposition of semi-active university records.

Example documents: Authorization for Destruction of Records Forms, Records Transfer to Archives Forms, and Semi-active Records Transfer Forms.

GLOSSARY

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 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