

OP2310 ARCHIVAL COLLECTIONS MANAGEMENT

Records documenting the management of archival collections by the University Archives.

Includes acquisition, appraisal and accession of archival material. Also include the management of the archival holdings database.

Example documents include but are not limited to accession forms, notes, donor/seller information, deeds of gift, purchase agreements, appraisal and selection reports 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 - University Archives

(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
31	Accession Files OPR - University Archivist <i>Records consist of records transfer forms, deed of gift forms, and accession database.</i> <i>ET Definition: Fonds or collection deaccessioned.</i> Retention based on anticipated operational use.	ET + 0	0	AR	YES
40	Archival Holdings Database OPR - University Archivist <i>Records consist of archival holdings database.</i> <i>ET Definition: Database migrated or no longer used.</i> Retention based on anticipated operational use.	ET + 0	0	AR	YES

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