

Andrews University
 RECORDS RETENTION SCHEDULE (RRS)

AUARC Use only
 RG

ACADEMIC ADMINISTRATION RECORDS (VPAA)

This records retention schedule will apply to the Andrews University campus and all of its affiliated institutions. Records disposition may not take place if there is an open records request, or if there is pending litigation or audit involving these records.

TRAINING AND ASSISTANCE: The staff of the Andrews University Archives and Records Center will provide training and assistance with the implementation of this personnel records schedule.

CONFIDENTIALITY: All record series that are transferred to the AUARC are treated as confidential with the exception of official Andrews University publications and those items that are designated as open records by the individual and/or office of origin.

APPROVALS: This document has been created for the office of the Legal Council from a Records Retention Schedule approved by the AUARC and the AUARC Committee.

CODES:
 Retention in Office: 00 = years, U = useful life in office/period of reference value
 Retention at RC/AHC: PERM = Permanent, 00 = years
 Disposal: Archives = University Archives, AHC = Adventist Heritage Center
 D = discard/shred/erase, R = review with AUARC for PERM in RC, Archives or AHC, or D

<u>Title of Record Series</u>	<u>Retention in Office</u>	<u>Retention in RC</u>	<u>Final Disposition</u>	<u>Comments</u>
<u>Accounting Statements</u> , monthly	1	---	D	One year plus current fiscal year.
<u>Accreditation Records</u> These include not only the final reports but also all of the files and support materials generated in the accreditation process.	U	10	Archives	Note: Send 2 copies of the final report and all of the files and support materials generated in the accreditation process.
<u>Agendas</u> , committee members	U	---	D	30 days after approval of minutes.
<u>Agendas</u> , chair of committee	5	---	Archives	

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<u>Title of Record Series</u>	Retention in Office	Retention in RC	Final Disposition	Comments
<p><u>Annual Reports</u> These reports document yearly activities and accomplishments of programs, departments, and schools: growth, problems, and solutions, projections for the future, etc.</p>	5	5	Archives	<p>Office of origin: Send one copy with other Subject/ Topical/ Reference Files. Other offices: Retain for period of reference only.</p>
<p><u>Awards, Honors, Fellowships, Scholarships</u> Student, faculty, and department.</p>	5	---	Archives	Included in Subject/Topical/ Reference Files.
<p><u>Budget Printout</u> This includes work sheets, memos, notes, and adjusted budget printouts.</p>	1		D	Destroy at the end of the fiscal year involved.
<p><u>Blank Forms</u></p>	U	---	D	Retain for 30 days after obsolescence.
<p><u>Bulletins, Posters, and Notes</u> Information materials acquired for the purpose of informing university personnel of events and activities.</p>	1	---	Archives	<p>Office of origin: Send 2 copies with other Subject/ Topical/ Reference Files. Other offices: Retain for period of reference only.</p>
<p><u>Centers and Institutes Records</u></p>	U	10	Archives	The recommended time of Retention in Office is 5 years.

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<u>Title of Record Series</u>	Retention in Office	Retention in RC	Final Disposition	Comments
<p>Correspondence, permanent This includes correspondence received and sent and applies to all units/entities of the university.</p>	5	15	Archives	
<p>Correspondence, non-essential This includes incoming and outgoing correspondence of all units/entities of the university.</p>	5	---	D	
<p>Course Catalogs and Bulletins</p>	5	---	Archives	<p>Office of origin: Send 2 copies with other Subject/Topical/ Reference Files. Other offices: Retain for period of reference only.</p>
<p>Departmental Budget Files</p>	U	---	D	<p>The recommended time of Retention in Office is 1 year.</p>
<p>Drafts and Informal Notes Drafts or preliminary versions of memos, letters, reports, worksheets; working papers, informal notes, announcements of meetings, routing slips, letters and fax cover sheets; letters and memos scheduling appointments, directives and instructions received, telephone and electronic messages, used in preparation of recorded information, not documenting policy.</p>	U	---	---	<p>Destroy as soon as determined by office to have no more value.</p>

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<u>Title of Record Series</u>	Retention in Office	Retention in RC	Final Disposition	Comments
<p><u>Duplicate Copies of Records</u> Copies of documents created for administrative reference, information, or distribution only.</p>	U			Destroy as soon as determined by office to have no more value.
<p><u>Electronic Mail</u> E-mail messages and their attachments sent or received via University network are considered university records and as such are subject to Andrews University records management policies and procedures. Every email may fall into one/or the other Record Series as listed in this or other Retention Schedules: agendas, informal notes/announcements, minutes, correspondence, etc. Note: Many e-mail messages may fall under correspondence and, therefore, must be treated as such.</p>	U	---	R	If content of email messages fall under any of the record series listed in this schedule, the proper retention period for that series must be observed. Note: Prepare a hard copy of the email messages and file it appropriately. Only then delete email message.
<p><u>Faculty/Staff Files</u> See <u>Personal Professional Papers and Property</u> also <u>Rank and Continuous Appointment Portfolio Application</u></p>				
<p><u>Faculty/Staff Files</u>, current</p>	U			After retirement or separation of an individual from the university, his/her folder must be filed with the Record Series: <u>Faculty/Staff Files</u> , former faculty/staff.
<p><u>Faculty/Staff Files</u>, former faculty/staff</p>	5	PERM		

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<u>Title of Record Series</u>	Retention in Office	Retention in RC	Final Disposition	Comments
<u>Interdepartmental Purchase Orders/Service Orders</u>	2	---	D	
<u>Institutes</u> See <u>Centers and Institutes</u>				
<u>Invoices</u>	2	---	D	
<u>Lists, Indexes, Summaries</u> Used for internal administrative convenience or information.	2	---	R	Note: Office of origin may keep one copy for the Archives.
<u>Minutes</u> , committees This includes minutes from all committees and sub-committees, boards and other decision-making bodies in all units/entities of the University.	5	10	Archives	Committee chair should retain one record copy for the Archives. Other members should retain a copy during the length of their committee tenure, and then destroy.
<u>Miscellaneous Special One-time Projects</u> Records related to special office projects that are not generally part of an office's retention schedule: exhibitions, promotion/alumni campaigns, phonathon, etc.	5	---	R	Records about significant major exhibitions, conferences, and guest lectures should be transferred to the Archives.

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<u>Title of Record Series</u>	Retention in Office	Retention in RC	Final Disposition	Comments
<p><u>Personal Professional Papers and Property</u> This includes certificates, honors, professional development activities and research, correspondence and other records related to professional activities.</p>	U	---	R, AHC	Individual are strongly encouraged to consult with the Archives and the AHC to determine the archival value of their personal professional papers and property.
<p><u>Publications - Andrews University Origin</u> These include e.g. catalogs, calendars of special events, brochures, directories, handbooks, class schedules, etc.</p>	---	---	AHC	<p>Office of origin: Transfer 2 copies to the AHC when produced. Other offices: Destroy after obsolescence.</p>
<p><u>Publications - Non Andrews University Origin</u></p>	U	---	D	
<p><u>Purchase Requisition Orders</u> Used to purchase services, supplies, equipment, etc.</p>	2	---	D	
<p><u>Rank and Continuous Appointment Portfolio Applications</u></p>	5	PERM		
<p><u>Reference Files</u> See <u>Subject /Project Files</u></p>				

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<u>Title of Record Series</u>	Retention in Office	Retention in RC	Final Disposition	Comments
<u>Research Projects</u> , faculty	U	---	R	
<u>Subject /Project Files</u> , (Administrative) These files document the day-to-day activities of any university unit, reflecting administrative activities, including policy decisions, action taken, events, committee involvement, involvement with outside organizations, etc. They are of value to future administrators, to understand the organizational culture, differing points of view, and decision-making processes.	U	5-10, PERM	Archives	The recommended time of Retention in Office is 5 years. Note: Some record may be closed in RC permanently.
<u>Tenure and Promotion Reviews</u> <u>See Rank and Continuous Appointment</u> <u>Portfolio Applications</u>				
<u>Tenure and Promotion Recommendations</u>	5	PERM		
<u>Topical Files</u> <u>See Subject/Project Files</u>				

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<u>Title of Record Series</u>	Retention in Office	Retention in RC	Final Disposition	Comments
<p><u>University-Wide Standing Committees and Meeting Schedules</u> This document also includes a list of Faculty/Staff members and their committee assignments.</p>	5	—	Archives	<p>Note: This is for the office of origin only. Other offices and committee members: Retain for period of reference value only.</p>