

Andrews University
 RECORDS RETENTION SCHEDULE (RRS)

AUARC Use only RG

GENERAL RECORDS

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 general 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>Agendas</u> , committee members	U	---	D	30 days after approval of minutes.
<u>Agendas</u> , chair of committee	5	---	Archives	
<u>Alumni Directories</u>	5	---	Archives	2 copies to Archives.
<u>Alumni Organization Records</u>	5		R	
<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.	5	5	Archives	Office of origin: Send on copy with other Subject/Topical/Reference Files. Other offices: Retain for period of reference only.
<u>Audio-Visual Materials</u> This includes e.g. photos of department staff, events, programs, etc. DOES NOT include audio-visual materials prepared for course instruction or research unless of a unique nature.	5	---	Archives	
<u>Awards, Honors, Fellowships, Scholarships</u> Student, faculty, and department.	5	---	Archives	Included in Subject/Topical/Reference Files.
<u>Ballots-Election to Committees</u>	1	---	D	
<u>Ballots-Committee Actions</u>	---	---	D	Destroy after vote has been recorded.

Andrews University
 RECORDS RETENTION SCHEDULE (RRS)

GENERAL RECORDS

(continuation sheet)

<u>Title of Record Series</u>	Retention in Office	Retention in RC	Final Disposition	Comments
<u>Budget Printout</u> This includes work sheets, memos, notes, and adjusted budget printouts.	1	---	D	Destroy at the end of the fiscal year involved.
<u>Blank Forms</u>	U	---	D	Retain for 30 days after obsolescence.
<u>Bulletins, Posters, and Notes</u> Information materials acquired for the purpose of informing university personnel of events and activities.	1	---	Archives	Office of origin: Send 2 copies with other Subject/ Topical/ Reference Files. Other offices: Retain for period of reference only.
<u>Cash Operations Deposit Receipts/Tickets</u>	1	---	D	Retain for current fiscal year only.
<u>Class Lists</u> , teachers	2	---	D	
<u>Correspondence</u> , permanent This includes correspondence received and sent and applies to all units/entities of the university.	5	15	Archives	
<u>Correspondence</u> , non-essential This includes incoming and outgoing correspondence of all units/entities of the university.	5	---	D	
<u>Course Evaluations/Students Teachers Evaluations</u>	5	5	D	
<u>Course Catalogs and Bulletins</u>	5	---	Archives	Office of origin: Send 2 copies with other Subject/ Topical/ Reference Files. Other offices: Retain for period of reference only.
<u>Course Handout</u> Original creation of faculty members only.	5	5	Archives	One set to the Archives.
<u>Course Material Reproduced or Prepared by the Department or Teacher</u>	5	5	Archives	One set to the Archives.
<u>Course Syllabi</u>	5	5	Archives	One set to the Archives.
<u>Departmental Budget Files</u>	2	---	D	
<u>Departmental Meetings</u> , minutes See <u>Minutes</u>				
<u>Drafts and Informal Notes</u> 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.	U	---	---	Destroy as soon as determined by office to have no more value.

Andrews University
 RECORDS RETENTION SCHEDULE (RRS)

GENERAL RECORDS

(continuation sheet)

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<u>Duplicate Copies of Records</u> Copies of documents created for administrative reference, information, or distribution only.	U	---	---	Destroy as soon as determined by office to have no more value.
<u>Electronic Forms and Media</u> Office copies of computer forms, disks, tapes, cards, CD's, etc. used as preliminary input or temporary storage or output control, the result of which are produced or otherwise available, in paper reports, computer output, microfiche or online.	U		R	Note: Those which have historical or long-range administrative value should go to the Archives.
<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 e-mail 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.	U		R	If content of e-mail 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 e-mail messages and file it appropriately. Only then delete e-mail message.
<u>Employee Placement and Acknowledgment Forms</u> This form, signed by the employee, is a record that he/she recognizes the confidential nature of university information, including student records, and an agreement to comply with University policies and procedures regarding access, use and security. It is used to control access and holds the employee responsible for any violation.	U +2	---	D	Retain 2 years after employee terminates.
<u>Equipment Inventory Lists</u>	2	---	D	Or after superseded.
<u>Faculty/Staff Files</u> See <u>Personal Professional Papers and Property</u>				
<u>Faculty/Staff Files</u> , former faculty/staff Office files of former faculty and staff members.	---		R	Transfer to Archives or AHC.
<u>Honor Societies</u> Many activities fall into one or the other Record Series as listed in this Retention Schedule: agendas, informal notes/announcements, minutes, correspondence, etc. They must, therefore, be treated as such.	5		R	Transfer to Archives or AHC.
<u>Instructional and Reference Materials</u>	U		R	Transfer to Archives or AHC.
<u>Interdepartmental Purchase Orders/Service Orders</u>	2	---	D	
<u>Invoices</u>	2	---	D	
<u>Library Material</u> Reference information, book order material, and items acquired for individual use or exhibition.	U	---	D	Destroy as soon as determined to have no more value.

Andrews University
 RECORDS RETENTION SCHEDULE (RRS)

GENERAL RECORDS

(continuation sheet)

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<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, Committees</u> 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, 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.
<u>Office Support Records</u>	U	---	D	
<u>Personal Professional Papers and Property</u> This includes certificates, honors, professional development activities and research, correspondence and other records related to professional activities.	U		R	Individuals are strongly encouraged to consult with the Archives and the AHC to determine the archival value of their personal professional papers and property.
<u>Postal Records</u> Including returned registered or certified mail cards of receipts. Insurance receipts and packing slips.	1	---	D	
<u>Professional Organizations</u> University membership and all pertinent correspondence relating to policy, procedure or function should be retained for the Archives by the sponsor/campus officer of the organization. Many activities fall into one and/or the other Record Series as listed in this Retention Schedule: agendas, informal notes/ announcements, minutes, correspondence, etc. They must, therefore, be treated as such.	5	10	Archives	
<u>Publications - Andrews University Origin</u> These include e.g. catalogs, calendars of special events, brochures, directories, handbooks, class schedules, etc.	---	---	AHC	Office of origin: Transfer 2 copies to the AHC when produced. Other offices: Destroy after obsolescence.
<u>Publications - Non Andrews University Origin</u>	U	---	D	
<u>Purchase Requisition Orders</u> Used to purchase services, supplies, equipment, etc.	2	---	D	
<u>Reference Files</u> See <u>Subject Files</u>				
<u>Research Projects</u>	U		R	

Andrews University
 RECORDS RETENTION SCHEDULE (RRS)

GENERAL RECORDS

(continuation sheet)

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<u>Subject Files</u> 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	5-10, PERM	Archives	Some record may be closed in RC permanently.
<u>Syllabi</u> See <u>Course Syllabi</u>				
<u>Telephone Billing Statements</u>	1	---	D	
<u>Tenure and Promotion Reviews</u>	5	---	D	Recommendations are filed with the VP for Academic Administration and retained permanently.
<u>Tenure and Promotion Recommendations</u>	5	PERM		
<u>Time Sheets/Payroll Sheets</u> Part-time and student employees. The official copy held in payroll office.	2	---	D	
<u>Topical Files</u> See <u>Subject Files</u>				
<u>Travel Documentation</u> Travel expense reports and back up documentation.	1	---	D	
<u>Work Orders</u>	2	---	D	