

Andrews University  
 RECORDS RETENTION SCHEDULE (RRS)

<b>AUARC Use only</b> <b>RG</b>
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**INFORMATION SYSTEMS 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>
<b><u>Data Input and Verification Records</u></b> See the <i>Andrews University Data Entry Standards Manual</i> for specific instructions concerning this record series.	U	---	R	
<b><u>Systems Contingency Records</u></b>	U	R	R	Retain current and most recently developed plan records.
<b><u>Systems Data Storage/Back-up Records</u></b>	U	---	D	Retain storage media as specified in the backup cycle schedule.
<b><u>Systems Documentation Records</u></b>	U	---	R	
<b><u>Systems Support Records</u></b> Includes purchase records, system maintenance schedules, service orders, notes on significant failures and trouble shooting.	U	---	D	
<b><u>Systems Technical Support Records</u></b>	U	---	D	<b>Note:</b> Machine-specific records should be kept as long as the machine is in use.