

Andrews University
 RECORDS RETENTION SCHEDULE (RRS)

AUARC Use only RG

CORPORATE, ORGANIZATIONAL, AND LEGAL 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 legal 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 AURC 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>Articles of Incorporation, By Laws</u>	U	PERM	----	
<u>Board of Trustees Meetings</u>	U	PERM	----	
<u>Charter</u>	U	PERM	----	
<u>Contracts</u>	5	PERM	----	
<u>Corporate Papers</u>	U	PERM	----	
<u>Corporation Minutes</u>	5	PERM	----	
<u>Legal Advice Records</u> Records which document advice, opinions, and background on legal concerns that may impact programs or functions.	U	----	R	The recommended time of Retention in Office is 5 years.
<u>Legal Proceeding and Investigation Records</u> Records relating to legal proceedings and investigations, purpose of litigation and/or court proceedings.	U	PERM		After a case is closed.
<u>Patent and Trademark Records</u>	U	PERM	----	The recommended time of Retention in Office is 5 years.
<u>Real-estate, Deeds and Titles</u>	U	PERM	----	The recommended time of Retention in Office is 5 years.
<u>Wills and Trust</u>	U	PERM		The recommended time of Retention in Office is 5 years.