

Andrews University
 RECORDS RETENTION SCHEDULE (RRS)

AUARC Use only RG

RESEARCH 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 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>Animal Subject Protection Records</u>	5	PERM		
<u>Faculty Research Grant Proposals</u>	5	---	Archives	
<u>Faculty Research Grant Reports</u>	U	5	Archives	
<u>Grant Resource Organizations</u> Such as: AUCCO, GRC	U	---	D	
<u>Human Subject Review Board</u>	5	PERM		
<u>Non-AU Sponsored Project Administration Records</u> Such as: NSF, NEH. These records consist of the final report copies that are also filed with the sponsoring grant organization.	5	---	Archives	
<u>AU Research Statistics and Reports</u>	5	---	Archives	
<u>Undergraduate Fellowships</u>	U	---	D	