

## RECORDS LIFE CYCLE

Records Management is properly maintaining a record throughout its life cycle.

### CREATION

Record is either created or received for University purpose.

### ACTIVE

Record is active used. Record may be accessed frequently & needs to be in an easily accessible location.

### INACTIVE

Record is no longer accessed frequently. It may still be needed for reference purposes or for some other reason such as legal or financial requirements.

### FINAL DISPOSITION:

#### ARCHIVES or DESTROY

The retention schedule tells how long the record is required to be maintained as well as the final disposition action.

Records having historical value and/or research are sent to the Archives. Records that have no more value are destroyed or recycled.

## CONTACT US

### ANDREWS UNIVERSITY ARCHIVES

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## ANDREWS UNIVERSITY ARCHIVES

An Employee Guide for  
Managing University Records



# WELCOME TO RECORDS MANAGEMENT

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This guide introduces Andrews University employees to the basics of correctly managing University records. For specific questions about records management, contact the University Archivist at (269) 471-3373 or [archives@andrews.edu](mailto:archives@andrews.edu). Information is also available at [andrews.edu/services/archives](http://andrews.edu/services/archives).

## WHY RECORDS MANAGEMENT IS IMPORTANT

Records management is important to ensure compliance with institutional policies & state & federal laws that include the Family Educational Rights & Privacy Act (FERPA), the Freedom of Information Act (FOIA), & the Health Insurance Portability & Accountability Act (HIPAA).

Law requires specified documents be kept permanently & others destroyed to avoid increased risk of litigation. Records management also increases administrative efficiency & frees limited office space & server storage. These benefits are achieved through use of approved record retention schedules.

## WHAT IS A UNIVERSITY RECORD?

If you are paid by or through the University, you likely created University records. University records may be generated by administrative, academic, & service offices; University committees; campus organizations; & related entities.

Records exist in paper, digital, audio, visual, or graphic format. For example, committee minutes constitute a record. Another is personnel records documenting an individual's appointment & employment history with the University.

## UNIVERSITY RECORDS OWNERSHIP

All University records are property of Andrews University. All University records must be created, stored, transferred, preserved, destroyed, or otherwise managed according to applicable laws, & by policies & procedures established by the Andrews University Archives Committee. While the records of faculty scholarly output are not directly addressed here, similar care & consideration should be given to their stewardship.

## RETENTION SCHEDULES

The University Archivist develops retention schedules in consultation with the office of origin, the University Archives Committee, & legal counsel. The schedules show how long records should be kept in the office of origin; when they should be archived; if, how, & when they should be destroyed; &/or when they become public documents. Through a review of the applicable schedules, employees can properly manage the University records they administer.

## WHAT TO KEEP & WHAT TO DISCARD (SAMPLE, NOT COMPLETE)

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### KEEP

- Official correspondence including email, annual summary reports, final grant reports, special reports, policy statements, & procedures
- Speeches, presentations, and recorded performances and events
- Faculty/staff meeting minutes & agendas
- Publications, such as University-produced catalogs, newspapers, yearbooks, research magazines, newsletters, brochures, event programs, & posters
- Films, audio & video recordings, & photographs, including samplings of material created as part of teaching programs.
- Course syllabi, curricula, & instruction notes
- Student organization records including minutes, publications, & photographs

### DISCARD

- Advertising circulars & product catalogs
- Personal correspondence & publications