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.
Welcome to Records Management

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. Information is also available at 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)

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