

Records Life Cycle

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

CREATION

Records are either created or received for University purpose.



ACTIVE

Records may be accessed frequently & needs to be in an easily accessible location.



INACTIVE

Records no longer accessed frequently, but it may still be needed for reference purposes or for some other reason such as legal or financial requirements.

FINAL DISPOSITION: ARCHIVE 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 moved to the Archives. Records that have no lasting value are destroyed or recycled.

CONTACT US

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ANDREWS UNIVERSITY ARCHIVES & RECORDS CENTER

An Employee Guide for
Managing University Records

WELCOME TO RECORDS MANAGEMENT

This guide introduces Andrews University employees to the basics of correctly managing University records.

WHY RECORDS MANAGEMENT IS IMPORTANT

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

Law requires specified documents be kept permanently and others destroyed to avoid increased risk of litigation. Proper records management increases administrative efficiency and frees limited office space and 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 create University records. University records may be generated by any administrative, academic and service offices, committees, campus organizations, and related entities. Records exist in paper, digital, audio, visual, or graphic format.

UNIVERSITY RECORDS OWNERSHIP

All University Records are property of Andrews University. University records must be created, stored, transferred, preserved, destroyed, or otherwise managed according to applicable laws, policies, and procedures established by the Andrews University Archives Committee.

RETENTION SCHEDULES

A retention schedule has been developed in consultation with the University Archivist, the office of origin, the University Archives Committee, and legal council. The schedules show how long records should be kept in the office of origin, when they should be archived or destroyed, and/or when they become public documents. Through a review of the applicable schedules, employees can properly manage the University records they administer.

EXAMPLES OF WHAT TO KEEP & WHAT TO DISCARD

KEEP

- Official correspondence including email (this means everything in your Andrews email account), annual summary reports, final grant reports, special reports, policy statements, and procedures
- Speeches, presentations, and recorded performances and events
- Meeting minutes and agendas
- University-produced publications such as catalogs, newspapers, yearbooks, research magazines, newsletters, brochures, event programs, and posters
- Films, audio and video recordings, and photographs, including material created as part of teaching programs
- Course syllabi, curricula, and instruction notes
- Student organization records including minutes, publications, and photographs

DISCARD

- Please consult University Archivist before discarding any records
- Non-University advertising circulars and product catalogs
- Personal, non-work related correspondence and publications
- Temporary documents such as monthly reports

