

GRADUATE SCHOOL RECORDS RETENTION SCHEDULE

REVISED APRIL 2014



MICHIGAN STATE UNIVERSITY

MICHIGAN STATE UNIVERSITY GRADUATE SCHOOL RECORDS RETENTION SCHEDULE:

University Archives and Historical Collections has developed this retention schedule to document the nature of graduate records created by the university and define the appropriate retention period according to the legal, fiscal, administrative, and historical needs of the university.

The Graduate School Records Retention Schedule applies to all graduate school office documentation at Michigan State University, regardless of format or media. For additional information regarding electronic records management, please go to the University Archives website at <http://archives.msu.edu/>.

Not all offices may create all the record series listed on the retention schedule. If you are not currently creating records in a series, you do **NOT** need to start creating new records.

If you have a record that does not fall under a specific record series, please contact University Archives at 5-2330. University Archives will either help you identify which record series applies to your record or will create a new record series. Do not assume that the record can be destroyed; all records reflecting the official activities of university officers and offices are the property of Michigan State University and thus cannot be destroyed without the approval of the director of the archives.

Please note that all records pertaining to ongoing or pending audits, lawsuits or even reasonably anticipated lawsuits, or public disclosure proceedings may not be destroyed, damaged, or altered until the issue is resolved and an office or unit has been specifically advised that such records may be destroyed. Any of these conditions supersedes the retention period listed in the records retention schedule.

NON-RECORDS:

According to State of Michigan guidelines, some records used at Michigan State University can be considered non-records. These non-records are not covered by the retention schedule and may be destroyed once they are no longer administratively necessary.

Non-records may include:

- Duplicate copies of documents retained for distribution or convenience
- Miscellaneous notices of memoranda such as "All-Staff" emails, messages on upcoming events, or memos on minor administrative details
- Blank forms
- Unsolicited advertising and product catalogs
- Preliminary drafts of letters, memoranda or reports that do not form significant stages in the preparation of a final document
- Personal messages or correspondence
- Non-university publications, such as manuals, directories, catalogs, newsletters, pamphlets, and periodicals

Please contact University Archives at 517-355-2330 or at archives@msu.edu with any questions regarding non-records.

DESCRIPTION OF TERMS:

Schedule Title: This is the official title of the individual record series.

Schedule Description: This is the official description of the individual record series, usually consisting of a general statement, followed by a description of some of the documents that can be found in that retention series.

Total Retention: This is the minimum amount of time that the record series must be kept. It typically consists of a retention code plus a date range in years.

For example) Total Retention: AFTER_LAST+3 (After Last Enrollment + 3 years)

The retention code index can be found below.

Retention Code Index:

Retention Code	Retention Period Description
ADMIN USE	As Long As Administratively Necessary
AFTER_LAST	After Last Enrollment
GRAD	Graduation of Student
NS	Not Specified

ADDITIONAL GUIDANCE:

For any questions, concerns, or additional guidance regarding this retention schedule, please contact University Archives at 517-355-2330 or at archives@msu.edu.

Schedule Approved: 4/19/2014

Michigan State University

Graduate School

Schedule Title	Schedule Description	Total Retention
Copies of Requests for Waivers (Graduates)	Copies of requests for waivers are kept until the student graduates. The Graduate School periodically checks on the academic progress of students with waivers of various kinds to determine the impact of the waiver on completion.	GRAD
Copies of Requests for Waivers (Non-Graduates)	Copies of requests for waivers are kept for a maximum of 3 years. The Graduate School periodically checks on the academic progress of students with waivers of various kinds to determine the impact of the waiver on completion.	AFTER_LAST+3
Documents and Notes (Graduates)	Documents and notes related to students or faculty who seek advice from the Graduate School staff. This includes notes, phone or email messages, and any other information shared with GS, until the student graduates, after which paper and electronic items will be destroyed. The GS office will strip out identifying information from their appointment calendar within seven (7) days of an appointment with a visitor.	GRAD
Documents and Notes (Non-Graduates)	Documents and notes related to students or faculty who seek advice from the Graduate School staff. This includes notes, phone or email messages, and any other information shared with GS, until the student graduates or for a period of 6 years, after which paper and electronic items will be destroyed. The GS office will strip out identifying information from their appointment calendar within seven (7) days of an appointment with a visitor.	AFTER_LAST+6
Fellowship Award Information (Graduates)	This retention is for student graduates' fellowship award information that includes travel destinations and research enhancement projects. Once the student completes graduation, this material will no longer be kept.	GRAD
Fellowship Award Information (Grant Reports)	Fellowship award information is kept until the Graduate School no longer needs to track the student (often needed for grant reports) or the financial information.	NS
Fellowship Award Information (Non-Graduates)	This retention is for non-graduated students' fellowship award information that includes travel destinations and research enhancement projects. This material will be kept for only 6 years after the last enrollment.	AFTER_LAST+6
GS Program Evaluation Data and Notes	Program evaluation data and notes are kept until internal uses for the data and information is complete. Note that many evaluation schemes may take a decade to complete as GS is following career success.	ADMIN USE

Schedule Title	Schedule Description	Total Retention
Graduate and Graduate-Professional Judiciaries (Graduates)	Files will be retained until the student graduates.	GRAD
Graduate and Graduate-Professional Judiciaries (Non-Graduates)	Non-graduated student files will be retained for a period of 6 years after the last enrollment.	AFTER_LAST+6
Grant-related information only for GS grants (Graduates)	Grant-related information and data are kept until the internal uses for it are complete; this may take up to a decade.	ADMIN USE
Grant-related information only for GS grants (Non-Graduates)	Grant-related information only for GS grants are kept until the obligation to the granting agency is complete which can take up to a decade.	ADMIN USE
Submission of theses and dissertations	The Graduate School will retain data and informational documents related to submission of theses and dissertations for 6 years.	GRAD+6