

UNIVERSITY ARCHIVES RECORDS RETENTION SCHEDULE

CREATED SEPTEMBER 2015



MICHIGAN STATE UNIVERSITY

MSU UNIVERSITY ARCHIVES RECORDS RETENTION SCHEDULE:

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

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

Not all offices may create all the record series listed on this 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 of record function, followed by a description of some of the documents that can be found in that retention series.

Schedule Retention: This is the minimum amount of time that the record series must be kept, also known as a retention period. It typically consists of a retention code plus a date range in years.

For example) Schedule Retention: FY+7 (Fiscal Year + 7 years)

The retention code index for this retention schedule can be found below.

Retention Code Index:

Retention Code	Retention Period Description
ADMIN USE	Until No Longer Administratively Necessary
CY	Current Year
EV	After Event
FY	Fiscal Year
PRM	Permanent
SUP	Superseded

Event Date: This documents the event after which the retention period will be applied. Some retention periods can be applied only after a specific event or date has occurred. For example, researcher documentation is kept for 5 years after the calendar year of the researcher's visit. Thus, the event date from which the retention period is measured is the end of the year in which the researcher visited.

Disposition: This is a statement that describes how long the document must be kept and how it must be destroyed. Many university records contain confidential information, such as social security numbers; thus, University Archives recommends confidential destruction, i.e. shredding, whenever possible to protect personal information.

Office of Record: This field identifies the office that is responsible for maintaining the official record series. The designated office keeps the record for the entire retention period and then arranges for its destruction once the retention period has passed. Other offices which maintain copies of a record series but are not the office of record may destroy those non-records when they are no longer administratively necessary unless otherwise noted in the schedule.

Notes: This may document additional notes about the retention series, legal citations affecting retention, or university best practices regarding the records.

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: 9/2/2015
Schedule Updated: 3/24/2017

Michigan State University
University Archives and Historical Collections

Schedule Title	Collection Accession Files
Schedule Description	This series documents accessions of both archival and records management materials into University Archives and Historical Collections. This series may include, but is not limited to: transmittals, notes, and related correspondence.
Schedule Retention	PRM
Event Date	Creation of File
Disposition	Retain permanently in Archives.
Office of Record	University Archives and Historical Collections
Notes	Based on State of Michigan Retention Schedule GS17.107. University departments and units should maintain a copy of transmittals for their reference. These copies can be destroyed when no longer administratively necessary.

Schedule Title	Collection Processing Files
Schedule Description	This series documents the processing of materials into the archival collections, including appraising and de-accessioning items from a collection. This series may include, but is not limited to: collection files, de-accession forms, notes, and related correspondence.
Schedule Retention	PRM
Event Date	Completion of Activity
Disposition	Retain permanently in Archives.
Office of Record	University Archives and Historical Collections
Notes	Based on State of Michigan Retention Schedule GS17.108. This information may be kept in either Archivist's Toolkit or in paper format.

Schedule Title	Donor Paperwork, Collections
Schedule Description	This series documents donations of property and other collections materials to University Archives and Historical Collections. This series may include but is not limited to: solicitation letters, deed of gift forms, and donor correspondence.
Schedule Retention	PRM
Event Date	Material is Donated
Disposition	Retain permanently in Archives.
Office of Record	University Archives and Historical Collections
Notes	Based on State of Michigan Retention Schedule GS17.106.

Schedule Title	Donor Paperwork, Monetary
Schedule Description	This series documents monetary donations to University Archives and Historical Collections. This series may include, but is not limited to: forms, databases, and related correspondence.
Schedule Retention	FY+7
Event Date	Fiscal Year
Disposition	Retain for 7 years after end of current fiscal year, then proceed with confidential destruction.
Office of Record	University Advancement/Development Office
Notes	Based on State of Michigan Retention Schedule GS6.01. University Advancement/Development Office retains the official copy. UAHC may retain reference copies until no longer administratively necessary.

Schedule Title	Duplication Order Documentation
Schedule Description	This series documents the request, receipt of payment, and completion of photocopy or scan orders for a patron. The series may include, but is not limited to: photocopy order forms, scanning order forms, invoices, checks, and related correspondence.
Schedule Retention	EV+1
Event Date	Completion of Payment
Disposition	Retain for 1 year after completion of payment, then proceed with confidential destruction.
Office of Record	University Archives and Historical Collections
Notes	Based on University best practices. CashNet receipt emails should be retained for 1 year. Petty cash logs are department originals and should be retained for 7 years. Billing invoices, checks, and Procard receipts are scanned into KFS approximately once a month.

Schedule Title	Finding Aids
Schedule Description	This series documents the tools used to access and describe a processed archival collection. This series may include, but is not limited to: finding aids, inventory lists, scope notes, and related correspondence.
Schedule Retention	SUP
Event Date	Creation
Disposition	Retain until superseded by updated version, then transfer older version to the appropriate collection processing file.
Office of Record	University Archives and Historical Collections
Notes	Based on SAA Guidelines. Records are retained in both electronic and paper format; a paper copy is maintained in the reading room for easy researcher access. When superseded, old paper copies are transferred to collection processing files.

Schedule Title	Loan Documentation
Schedule Description	This record series documents the loan of archival material to a researcher. This series may include, but is not limited to: loan of materials forms and related correspondence
Schedule Retention	EV+1
Event Date	Material is Returned
Disposition	Retain for 1 fiscal year after the loaned material is returned, then proceed with confidential destruction.
Office of Record	University Archives and Historical Collections
Notes	Retention based on University best practices.

Schedule Title	Patron/Researcher Documentation
Schedule Description	This series documents the information provided by researchers and patrons who visit the University Archives and Historical Collections. This series may include, but is not limited to: registration forms and reference database.
Schedule Retention	FY+7
Event Date	End of Fiscal Year
Disposition	Retain for 7 years after end of fiscal year, then proceed with confidential destruction.
Office of Record	University Archives and Historical Collections
Notes	Based on University best practices.

Schedule Title	Permission to Publish Files
Schedule Description	This record series documents approval of the patron's ability to publish documents and images from University Archives and Historical Collections for uses other than personal research. The series may include, but is not limited to: permission to publish forms and related correspondence.
Schedule Retention	PRM
Event Date	Creation of Form
Disposition	Retain permanently in Archives.
Office of Record	University Archives and Historical Collections
Notes	Based on University best practices.

Schedule Title	Records Management Destruction Files
Schedule Description	This record series documents the process and procedure of official university records destruction as approved by University Archives and Historical Collections (UAHC) and constitutes the official record of records destruction at Michigan State University. This series may include, but is not limited to: official signed destruction notices, destruction confirmation certificates, records transmittal forms for destroyed files, destruction databases, and related correspondence between university departments and UAHC.
Schedule Retention	PRM
Event Date	Completion of Action
Disposition	Retain permanently in Archives.
Office of Record	University Archives and Historical Collections
Notes	Based on University best practices. Copies of this documentation may exist in individual university departments/offices. The copies should be retained until no longer administratively necessary.

Schedule Title	Records Retention Schedules
Schedule Description	This series documents the university's official policies and procedures regarding retention of university records. This series may include, but is not limited to: policies and procedures, approved records retention schedules, superseded copies of previous retention schedules, and related correspondence.
Schedule Retention	PRM
Event Date	Creation
Disposition	Retain permanently in Archives.
Office of Record	University Archives and Historical Collections
Notes	Based on University best practices. Notes and drafts of schedules may be destroyed when no longer administratively necessary. Some notes may have historical value.

Schedule Title	Reference Correspondence
Schedule Description	This record series contains correspondence between researchers and the Archives staff regarding reference requests. This series may include, but is not limited to: correspondence, including e-mail, and notes.
Schedule Retention	ADMIN USE
Event Date	When No Longer Administratively Necessary
Disposition	Retain until no longer administratively necessary or for 5 years, then proceed with confidential destruction.
Office of Record	University Archives and Historical Collections
Notes	Based on University best practices.

Schedule Title	Reference Statistics
Schedule Description	This record series contains numeric statistics regarding reference requests at the Archives, which are used for statistical analysis and long-term planning. This series may include, but is not limited to: statistics databases, annual reports, and related correspondence.
Schedule Retention	PRM
Event Date	Creation
Disposition	Retain permanently in Archives.
Office of Record	University Archives and Historical Collections
Notes	Based on University best practices.