

University of Alaska
General Administrative Records Retention and Disposition Schedule
Authorization

The purpose of University of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS) is to list and describe **common records** series that many University agencies administer and to prescribe mandatory minimum retention periods for those records. These records include paper documents, email, compact discs, computer hard drives, floppy disks, microfiche, microfilm and all other recorded information regardless of medium or characteristics. This document is the first in a series of records retention and disposition schedules for the university. Members of the University of Alaska Records and Information Management office will work with individual offices to prepare office-specific schedules. Because records constitute a risk that must be managed properly to minimize the liability to the University, the University of Alaska Statewide Systems Office established a Records and Information Management Office within the Division of Finance and Administration to assist University agencies in the management of this risk.

The basis for the GARRDS document is the State of Alaska General Administrative Records Retention Schedule, Federal and State Statutes, Board Regent's Policy, and the knowledge, skills, and abilities of subject matter experts. Individuals from the following areas assisted with this publication:

- Finance
- Procurement
- Budget
- Human Resources
- Office of Information Technology
- General Counsel
- Land Management

General Information and Instructions

The General Administrative Records Retention and Disposition Schedule specifies the length of time that business records must be retained and their disposition. The schedule is based upon the concept that information has a life cycle. Like other university resources, the value of most information tends to decline as time passes; thus, the organization needs a program providing for the disposal of useless information in order to control the growth of its records. GARRDS constitutes the university's official policy for information retention and disposal.

The records retention schedule provides for the identification of records that must be maintained for business purposes and the systematic destruction of records that no longer serve any useful business purpose. The process of records retention and disposal is designed to occur regularly in the normal course of business rather than on an arbitrary or selective basis. The disposal of records should also conserve office space, equipment, and data centers

by only storing active records. The retention schedule does this by providing for the regular transfer of inactive files to less costly storage areas and/or subsequent destruction. Finally, the retention schedule provides for the permanent preservation of records that have enduring value for research, historical, or other business purposes.

Benefits of Utilizing the General Administrative Records and Disposition Schedule

- Locate what you need when you need it
- Reduce volume of records stored
- Improve storage and retrieval systems
- Increase efficiency of office operations
- Reduce costs of equipment, supplies, space, and personnel
- Identify and protect business essential records
- Improve customer relations and accountability of public funds
- Reduce liability risk
- Ensure compliance with applicable laws, rules, and regulations

The timeframes for retaining common records series must be followed by all university agencies unless the agency has an approved departmental/office records retention and disposition schedule that stipulates another retention period. Whenever the records contractor or other vendor in Juneau or Anchorage performs destruction services for scheduled, unscheduled, or confidential records, the agency must complete a Certificate of Destruction Form. The Department Head, Departmental Records Officer, and representative from the Records and Information Management office must sign this document to authorize the destruction. Duplicate copies of documents may be disposed after all administrative and management need is met.

In the event you become aware of a public records request, actual or threatened litigation, audit, or investigation that may concern a group of records, **Do Not Dispose** of the records.

The General Schedule & Electronic Records

This General Administrative Records Retention and Disposition Schedule applies to records regardless of their physical format. Therefore, records created or maintained as the “Record Copy” in electronic format must be retained in accordance with the minimum retention requirements presented on this schedule.

Process for Disposal of University Records

The head of any University department is authorized to dispose of University records upon meeting the following criteria:

- The records to be disposed of meet or exceed the time frames set forth for such records in the applicable records retention and disposition schedule attached to this policy.

- The department head shall obtain written approval from his/her area vice president, allowing for the disposal of the records in question. A copy of the written approval by the area vice president shall be sent to the Chief Records Officer.
- The records to be disposed of do not relate to or contain information regarding current, pending, or potential litigation involving the University. Any questions regarding these criteria should be addressed to the General Counsel.
- Records containing student information or sensitive and/or confidential information must be shredded or otherwise rendered unreadable prior to disposal. Any questions concerning whether records should be shredded prior to disposal shall be resolved in consultation with the Vice President and General Counsel.
- The department head shall create and maintain a permanent summary of the records disposed of by category and time frame.

Under no circumstances shall any employee dispose of University records without following the above procedures. This policy is not intended to apply to the appropriate disposal of individual documents when warranted and approved in the course of an employee's daily activities but is intended to apply to the disposal of large quantities of out of date University records.

You must regularly destroy unnecessary records if you want to do your work as efficiently as possible. Many people do not learn this lesson until they have spent a month clearing obsolete records out of a storage room, which has become too full to hold anymore. It is a lesson that others have learned when they found themselves unable to respond efficiently to legal subpoenas or discovery actions because of a huge volume of useless records to be sorted. However, you can avoid learning this lesson the hard way by finding out how to use records retention schedules to simplify the disposition of your records.

The fundamental element of any records management program is managing the disposition of records, thus improving access and efficiency and reducing storage costs. You should see these improvements when dealing with paper records, as well as with electronic records and records on microfilm.

Occasionally, people believe that a retention schedule has certain functions that it really does not have. For example, a retention schedule does not indicate how long to retain non-records (such as blank forms or outside publications), it does not tell you how to destroy records, and it does not identify confidential or restricted records.

Another common misconception is that a retention schedule lists all the records your organization must create. If your organization does not normally create a particular record, the presence of that item on a schedule does not mean that your organization must create it. All that this means is that if at some point you create such a record, then you must retain it for the listed period.

Definition of Record

A "record" is any document, paper, book, letter, drawing, map, plat, photo, photographic file, motion picture film, microfilm, microphotograph, exhibit, magnetic or paper tape, punched card, electronic record, or other document of any other material, regardless of physical form or characteristic, developed or received under law or in connection with the transaction of official business and preserved or appropriate for preservation by an agency or a political subdivision, as evidence of the organization, function, policies, decisions, procedures, operations, or other activities of the state or political subdivision or because of the informational value in them.

Definition of Electronic Record

Electronic record means any information that is recorded in machine-readable form.

Record E-Mail

E-mail is created or received on an electronic mail system. E-mail that constitutes a "record" as defined above including attachments that are transmitted with the e-mail are subject to individual agency records retention schedules and should be retained for the same period of time as the records series that most closely matches the subject matter contained within the e-mail. If there is no entry that resembles or matches the subject matter of the e-mail, the "record" should be added to the appropriate program retention schedule as a separate series of records. A record e-mail with retention longer than one year should be printed out and placed in the appropriate hard copy file.

Non-Record E-Mail

E-mail and e-mail attachments that are not a "record" may be destroyed immediately. "Non-record" e-mail includes transitory e-mail that is primarily generated for informal communication of information that does not perpetuate or formalize knowledge. Refer also to Item 76, Transitory & Miscellaneous Administrative Information.

Glossary of Records and Information Management Terms

Access Control System: Physical, procedural and/or electronic mechanism used to ensure that only those who are authorized to view, update, and/or delete data can access that data.

Active Records: Active records are those that are used frequently and therefore are retained and maintained in the office space and equipment of the user. Active records can be accessed manually or on-line via computer system. See also Record Active and Current Record

Administrative Record: Those records used in the day-to-day operations and establish the primary evidence of the University's authority, function, organization, operations, basic decisions and procedures. Administrative records are related to budget, personnel, supply, and similar administrative or facilitative operations common to all organizations. It is distinguished from an operational record that relates to an organization's specific functions. Administrative records include but are not limited to timesheets, position applications, flow charts, and budget and position transcripts. See also Record Administrative and Operational Record.

Administrative Value: Refers to the usefulness of a record to the originating group in the conduct of its business.

Archival Record: Archival Records are records of enduring value that reflect significant historical events and document the administrative history and development of the University. These records may include administrative, fiscal, legal, and some correspondence records. Archival records are permanently retained in the University's Archives Department.

Authorization: The process of giving someone permission to do or have something; a system administrator often defines which users are allowed access to the system and what privileges are allowed for each user.

Certificate of Destruction: A certificate of destruction is the formal assertion, in writing, that records have in fact been destroyed.

Confidentiality: Confidentiality is an attribute of information. Confidential information is sensitive, contractually protected, legally protected, or information whose loss, corruption, or unauthorized disclosure could be harmful, illegal, or prejudicial.

Convenience File: An unofficial file, containing copies of documents, that is maintained for ease of access and reference, physically located near the point of usage. These files are usually considered non-records. See also Personal file and Reference file.

Current Record: A current records is the most recent record or collection of records that is used on a regular basis. See also Active Record or Record Active.

Custodian/Location: Is the office and/or physical location of the "official record".

Data Custodian: As defined in the UA Information Systems Security Policy, individuals who have been officially designated as being accountable for protecting the confidentiality of specific data that is transmitted, used, or stored on a system or systems within a department, college, school, or administrative unit of the UA and certain affiliated organizations.

Discovery: The legal process, generally conducted prior to the start of a trial, designed to enable opposing parties to obtain records and information related to litigation.

Disposition – The actions taken with regard to records as determined through their appraisal. Actions might include transfer to storage, destruction, or preservation for archival purposes.

Encryption: The process of turning readable text into unreadable (cipher) text, which requires the use of a decipher key to render it readable.

Fiscal/Tax Value: Refers to the importance or usefulness of a record in case of financial or tax audit.

Historical Value: Records that are retained permanently for purposes of enduring value and not necessarily for business purposes.

Inactive Record: A record that does not have to be readily available, but must be kept for legal, fiscal, or historical purposes. See also Active Record.

Internal Use Data: Information that is not generally available to parties outside of the University of Alaska community, such as non-directory listings, minutes from non-confidential meetings, and the internal (intranet) websites. Public disclosure of this information would cause minimal trouble or embarrassment to the institution. The university may have a duty to make this data available on demand under the Alaska Public Record Act (AS 40.25.110).

Main File: The official file created for specific subject. See also Record Copy, Official Record, and Office of Record.

Microfiche: Microfiche is a microform in the shape of rectangular sheet having one or more micro images arranged in a grid pattern with a heading area across the top requiring a reader for viewing.

Microfilm: 1. a photographic reproduction of a document greatly reduced in size from the original on fine grain, high-resolution film, and requiring a reader for viewing. 2. A microform in the shape of a roll or strip. 3. to record microphotographs on film.

Minimum Retention Time: The minimum time period must be kept according to operational, legal, regulatory, and fiscal requirements before the record is transferred to inactive storage, archives, or destroyed.

Nonessential Record: Nonessential records have no administrative, legal, research, or historical value. They are records that have served the purpose for which they are created and have no permanent value. For example, nonessential records may be departmental copies of purchase orders, receiving reports, receipts, or invoices, after an audit has been completed for the fiscal year for which they apply.

Office of Record: Refers to the office responsible for maintaining the record copy (official copy) of a record for the total retention period. See also Record Copy, Official Record, and Main File.

Official Record: 1. Significant, vital, or important records of continuing value to be protected, managed, and retained according to established retention schedules. Official records are often, but not necessarily an original. See also Record Copy, Office of Record, and Main File.

Operational Record: 1. Refers to a record documenting those activities of an organization that are directed towards the substantive purpose for which the organization was created. 2. Refers to a record that assists an organization in performing its primary function. See also Administrative Record.

Ownership: This term signifies decision-making authority and accountability for a given scope of control.

Personal File: Materials belonging to an individual that were not created or received in the conduct of business while in the employ of an organization.

Personally Identifiable Information: Personally Identifiable Information is defined as data or other information that is tied to, or which otherwise identifies, an individual or provides information about an individual in a way that is reasonably likely to enable identification of a specific person and make personal information about them know.

Personal information includes, but is not limited to, information regarding a person's home or other personal address, social security number, driver's license, marital status, financial information, credit card numbers, bank account numbers, parental status, sexual orientation, race, religion, political affiliation, personal assets, medical conditions, medical records or test results, home or other personal phone numbers, non-university address, employee number, personnel or student records, and information related to the UA Affirmative Action Policy.

Privacy: An individual right to be left alone' to withdraw from the influences of his or her environment; to be secluded, not annoyed, and not intruded upon; to be protected against the misuse or abuse of something legally owned by an individual or normally considered by society to be his or her property.

Public Data: Public data is the data that is published for public use or has been approved for general access by the appropriate UA authority.

Record: Recorded information, regardless of medium or characteristics, made or received by the university that is evidence of its operations, and has value requiring its retention for a specific period of time.

Records, Active: Active records are those that are used frequently and therefore are retained and maintained in the office space and equipment of the user.

Record, Administrative: Those records used in the day-to-day operations and establish the primary evidence of the University's authority, function, organization, operations, basic decisions and procedures. Administrative records include timesheets, position applications, flow charts, and budget and position transcripts.

Records Archival: Archival Records are records of enduring value that reflect significant historical events and document the administrative history and development of the University. These records can include administrative, fiscal, legal, and some correspondence records. Archival records are permanently retained in the University's Archives Department.

Record Copy: The official, sometimes original, copy of a record that is retained for legal, operational, or historical purposes. See also Office of Record, Official Record, and Main File.

Records, Fiscal: Refers to those records dealing with the financial operations of revenues, expenditures, payrolls, and budget allocations, including accounts receivable and accounts payable files, transaction listings, payroll reports and journal vouchers.

Records, Important: Important records are records that are essential to the successful operation of the University and can be replaced only at considerable delay, expense, and labor. Examples of important records are receipts, statistical reports, minor contacts, employment records, and patents and copyrights.

Records, Inactive: Inactive records are records that by definition, accessed infrequently, but must be kept. A typical definition of inactivity is a requirement to access the box or drawer one time or less per month.

Records, Legal: Legal records are those records which are vital and essential to the continuation of the University and which fulfill the legal obligations to its students, employees and outside interests. Legal records may include grievance files, General Counsel files, and student transcripts.

Records, Useful: Useful records are needed for the economical and efficient operation of the University. The loss of useful records may cause delay in operations and inconvenience to personnel. Useful records can be replaced easily. Useful records include materials such as routine interdepartmental correspondence, work orders and check registers.

Records Destruction: Records destruction is the disposal of records of no further value by incineration, maceration, pulping, or shredding.

Records Disposition: After records have reached the end of their retention period in active and/or inactive storage, they may be transferred to an archive for retention or destroyed.

Records Series: A group of related records filed/used together as a unit and evaluated as a unit for retention purposes, e.g., a personnel file consisting of an application, reference letters, benefit forms, etc.

Records Value: Records value refers to the usefulness or records for operational, legal, regulatory, fiscal, and historical purposes.

Reference File/Copy: A copy of a record used primarily for consultative purposes. See also Convenience File.

Restricted Data: Data classified as restricted maybe subject to disclosure laws and warrant careful management and protection to ensure its integrity, appropriate access, and availability. This information is considered private and must be guarded from disclosure; unauthorized exposure of this information could contribute to ID theft, financial fraud and/or violate State and/or Federal laws. Unauthorized disclosure of this data could adversely affect the university or the interests of individuals and organizations associated with the university.

Retention Period: The time period records must be kept according to operational, legal, regulatory, and fiscal requirements.

Retention Schedule: A document prepared as part of a records retention program that lists the periods of time for retaining records and their disposition.

Security: is an attribute of information systems practices that includes specific policy-based, procedural, and technical mechanisms and assurances for protecting the confidentiality and integrity of information, the availability and functionality of critical services and the confidentiality of sensitive information.

Sensitive Information: is a general term for any information that requires access controls and other control measures to meet legal, policy and/or ethical requirements.

System: is a network, computer, software package, or other entity for which there can be security concerns.

System(s) Owners: As defined in the UA Information Systems Security Policy, individuals within the UA community who are accountable for the budget, management, and use of one or more electronic information systems or electronic applications that support UA business, client services, educational, or research activities that are associated or hosted by the University.

Users: Any individual that has been granted access and privileges to UA computing and network services, applications, resources, and information.

Vital Record: Vital records are records that are essential for the continued operation of the University or records whose loss or destruction would result in severe consequences. Such vital records include student transcripts, current grant records, deeds, major contracts, current personnel and payroll records, outstanding accounts receivable, accounts payable, investment records, and minutes of the board of regents' meetings.

University of Alaska General Administrative Records Retention and Disposition Schedule
Table of Contents

Budget Preparation Records	Pages 1 - 2
Item No.	
1 Budget Request UA (Final Submission)	
2 Budget Request	
3 Campus Budget Work Papers (Original Preparation File)	
4 Department/Office Budget Requests Files (Working File)	
 General Accounting Records	 Page 2
Item No.	
31 Forgery & Fraud Investigation Case Files	
 Procurement, Leasing, & Property Records	 Pages 2 - 5
Item No.	
50 Procurement Files	
51 Space Lease Administration Files	
52 Equipment Records-Originals	
53 Vehicle Inventory/Automotive Management	
54 Property Control Records	
55 Real Property (Land)	
56 Facilities (Buildings)	
 General Office Administration Records	 Pages 5 - 15
Item No.	
60 Administrative Studies/Special Projects (Major)	
61 Program History Files	
62 General Correspondence Files	
63 Legal Opinions	
64 Legislation & Regulation Working Files	
65 Board of Regent's Minutes	
65a Board of Regent's Meeting Files	
65b Minutes and Meeting Files Major Policy Making	
66 Minutes and Meeting Files Non-Policy Making	
67 Program Policies & Procedures - Major	
68 Program Policies & Procedures - Routine	
69 Advertisements: Legal	
70 Public Records Log & Request for Information	
71 Reading Files	
72 Records & Information Management Files	
73 Reports - Annual	
74 Reports - Audit	
74a Reports - Quarterly, Monthly	
74b Reports - Environmental Audit	
75 Technical Reference Files	

- 76 Transitory & Miscellaneous Administrative Information
- 78 Functional Forms Files
- 79 Numerical Forms Files
- 80 Forms Management Report

Item No.

- 81 Disaster Preparedness Plans
- 82 Disaster Preparedness Drills
- 83 Drafts and Working Paper
- 84 Incident Reports
- 86 Key, Badge Issuance, and Access Card Records
- 87 Supply Records
- 88 Surveillance Video Tapes
- 89 Visitor Logs
- 90 Complaints: Student/Citizen/Employee
- 91 Training Material Records
- 92 Mail and Telephone Records
- 93 Postage Records
- 94 Parking Decal/Permit Records
- 95 Statistical Data Records
- 96 Inspection Records
- 97 Delegations of Authority

Personnel Administration Records Pages 16 - 17

Item No.

- 100 Individual Personnel Files-Classified, Partially Exempt & Non-Permanent
- 101 Individual Personnel Files - Exempt
- 102 Recruitment, Selection, & Appointment Records

Information Technology Records Pages 18 - 22

Item No.

- 120 Feasibility Study Reports
- 121 Systems Analysis & Design Documentation
- 122 Testing Data
- 123 Program Source Code & Programmer Documentation
- 124 Program (User) Documentation & Training Materials
- 125 IT General Documentation Files
- 126 Post Implementation Evaluation Review & Reports
- 127 Information Technology Assets Audits (Inventories)
- 128 Data Input Forms
- 129 Automatic Data Processing & Electronic Data Processing Media
- 130 World Wide Web Pages

University of Alaska General Administrative Records Retention and Disposition Schedule

Retention Periods are Expressed in Years Unless Otherwise Noted

Item No.	Record Title	Minimal Retention Time	Custodian Location	Disposition	Description/Details
Budget Preparation Records					
1	Budget Request UA (Final Submission) This records series constitutes the University's copy of its final budget request submitted to the Office of Management & Budget (OMB).	Retain 3 years after current fiscal year or until administrative need is met	State Wide Budget Office	Destroy after 4 years or after administrative is met which ever is longer	Record Copy of budget requests, budget amendments, supplemental requests and revised programs are maintained permanently by OMB in most cases. Statewide administers Record Copy of reimbursable Serves Agreements (RSA's) that do not require OMB approval for 3 years after closeout. (Refer to Reimbursable Service Agreements)
2	Budget Request This records series constitutes the Campus's copy of its final budget request submitted to the State Wide Budget Office. May include: amendments; revised programs; supplemental requests; personal services information, including expenditure data; component financial summaries; supplies, equipment, and contractual detail; correspondence; and, other component supporting documentation. Includes data relating to intercampus transfers both operating and capital funds.	Retain 3 years after current fiscal year or until administrative need is met	State Wide Budget Office	Destroy after 4 years or after administrative is met which ever is longer	Record Copy of budget requests, budget amendments, supplemental requests and revised programs are maintained permanently by State Wide Budget Office in most cases.
3	Campus Budget Work Papers (Original Preparation File): This series consists of the working papers of campus budget analysts and line staff used for the preparation of the fiscal year budget submission to State Wide Budget Office. Includes the following types of documents: budget instructions, operating and capital budget submissions, cost allocations, amendments, revised programs, supplemental, correspondence and other supporting backup.	Retain 3 years after current fiscal year or until administrative need is met	Campus Budget Office	Destroy after 4 years or after administrative is met which ever is longer	

Item No.	Record Title	Minimal Retention Time	Custodian Location	Disposition	Description/Details
4	Department/Office Budget Requests Files (Working File): This file set includes documents created and used by department managers to develop budget requests including cost statements, estimates, justifications, and supporting backup. The department budget request is submitted to campus budget analyst and maintained as part of Item 3.	Retain 1 year after current fiscal year or until administrative need is met	Department/ Office	Destroy after 2 years or after administrative need is met whichever is longer	Department/Office
General Accounting Records					
31	Forgery & Fraud Investigation Case Files:	Retain until case is closed plus three years.	Unit + Cash Management	Destroy 3 years after case is closed.	This records series documents formal investigation of suspected forgery and fraud notes, materials, detailed backup, police reports, affidavits, etc.
Procurement, Leasing & Property Records					
50	Procurement Files: These records document agency procurement of supplies, services and professional services, including the solicitation, selection, award and administration of contracts.	Retain formal contracts for life of the contract plus 3 years. Retain all other files for current fiscal year plus 3 years.	Record copy is maintained by the Procurement and Contract Services Office. Duplicate copies may be disposed after administrative need is met.	Destroy 3 years after the life of the contract	May include the following: vendor contacts and responses, purchase/delivery orders, invoices, price quotations, ITB, RFQ, RFP, RAP backup, public notices, bid correction or withdrawal documents, bid totals, protests, final decisions, Notice of Intent to Award, procurement reports, evaluation criteria and score sheets. Also consists of original contract and amendments/renewals, special conditions, payment logs, reports (fiscal, progress, final), appropriation data, bond verification (bid security), transcripts, audio tapes and correspondence. Authority: AS 36.30 State Procurement Code, 2 AAC 12 Per AS 09.10.053 Statute of Limitations for contract cases is 3 years. Certain technical and proprietary data and trade secrets submitted by actual or prospective bidders or offerors may be confidential. ITB: Invitation to Bid RFQ: Request for Quotation RFP: Request for Proposal

Item No.	Record Title	Minimal Retention Time	Custodian Location	Disposition	Description/Details
51	<p>Space Lease Administration Files: This records series documents the administration of university space leases and consists of request for proposals, public notices, notifications of award, executed original space leases, and any amendments or renewals, certificates of insurance, fiscal reports, payment logs, correspondence, and/or reports.</p>	Retain leases and space use agreements for life of lease plus 6 years.	Files maintained by relevant office with signatory authority	Destroy six years after the end of the life of the lease	The relevant office with signatory authority for space leasing maintains the Master Lease Records for 6 years after lease expiration or termination.
52	<p>Equipment Records—Originals: Includes warranty information, instruction/operating manuals, repair/maintenance history, etc.):</p> <p style="text-align: right;">Equipment</p> <p>Records – Copies Includes delivery order, correspondence, General/preventative maintenance records.</p>	<p>Retain for the life of the equipment plus 4 years.</p> <p>Retain Copies 3 years.</p>	MAUs	Destroy 4 years after the useful life of the equipment	<p>JUSTIFICATION FOR RETENTION: Most torts carry a two-year statute of limitations; some have three. The Department of Law does not always get brought into a case immediately upon expiration of the statute of limitations. Retaining warranty data, manuals and repair/maintenance history records for the life of the equipment plus four years will protect the University in 99% of its cases.</p> <p>The Statewide Finance administers the Record Copy for vehicle documentation.</p>
53	<p>Vehicle Inventory /Automotive Management:</p> <p>Includes copies of the following: Motor Vehicle Accident Reports, Certification of Insurance, Lost-Stolen-Damaged Property Reviews, inspection reports, maintenance records, repair estimates, Liability Accident Notices, credit card usage reports, and monthly travel/mileage logs.</p>	Retain 3 years	<p>Vehicle Files Record Copy administered by the Statewide Finance Office, which is responsible for procuring, maintaining, and disposing of vehicles and equipment owned and operated by the University.</p> <p>The Office of Risk Management is Office of Record for Claims files.</p>	Destroy after 3 years	

Item No.	Record Title	Minimal Retention Time	Custodian Location	Disposition	Description/Details
54	<p>Property Control Records:</p> <p>Agency copies of controlled property management reports, property tag register, excess property reports, interdepartmental property transfer documents, Lost-Stolen-Damaged Property Reviews, Property Destruction Authorizations and correspondence.</p>	Retain for 3 years or until audit is completed, whichever comes first.	MAU	Destroy after 3 years or until audit is completed whichever comes first	<p>Maintain reports on any federally funded property until audit is completed.</p> <p>Grant purchased equipment records are maintained per the grant requirements.</p>
55	<p>Real Property (Land):</p> <p>This records series documents the acquisition, ownership and disposal of university real property and consists of, but is not limited to: due diligence reports, purchase agreements, closing documents, deeds/patents, title insurance, land use authorizations, easements, development analyses and studies, soils data, mapping data, plats/surveys, and land disposal offerings, and acquisition, disposal, property and project files.</p> <p>Property records are active as long as the University of Alaska owns the land or building.</p>	<p>Retain until the University no longer has an interest in the property plus 4 years. Except, retain records that relate to environmental risk liabilities indefinitely.</p> <p>Statewide Cash Management retains cleared checks. MAUs should not keep copies of checks.</p>	State Wide Land Management	Destroy 4 years after the University no longer has an interest in the property.	<p>State Wide Land Management retains the official copies of all university land records.</p> <p>This retention meets federal requirements for real property acquired with federal funds (e.g. 34 CFR 74.53).</p> <p>Note For Files Having Potential Litigation: AS 46.03.822 relates to "strict liability for the release of hazardous substances" and impacts retention requirements for property documents. Liability, current or future, pertaining to the release of hazardous substances, attaches to property owners. Contact the General Counsel regarding disposition of records for real property with known or suspected contamination.</p>

Item No.	Record Title	Minimal Retention Time	Custodian Location	Disposition	Description/Details
56	<p>Facilities (Buildings):</p> <p>This records series document the acquisition and construction related to buildings and other improvements and includes, but is not limited to: due diligence and inspection reports, bills of sale, plans and drawings, as-builts/surveys, soils report, request for proposals, public notices, notifications of award, executed original contracts and any amendments or change orders, invoices, purchase orders, certificates of insurance, claims schedules, fiscal reports, payment logs, statements, and correspondence.</p> <p>Property records are active as long as the University of Alaska owns the building and improvements.</p>	<p>Retain until the University no longer has an interest in the property plus 4 years.</p> <p>Statewide Cash Management retains cleared checks. MAUs should not keep copies of checks</p>	MAUs	Destroy 4 years after the University no longer has an interest in the property.	<p>This retention meets federal requirements for real property acquired with federal funds (e.g. 34 CFR 74.53).</p> <p>Note For Files Having Potential Litigation: AS 46.03.822 relates to "strict liability for the release of hazardous substances" and impacts retention requirements for property documents. Liability, current or future, pertaining to the release of hazardous substances, attaches to property owners. Contact the General Counsel regarding disposition of records for real property with known or suspected contamination.</p>
General Office Administration Records					
60	Administrative Studies/Special Projects (Major)	Retain until administrative or management need is met; then, transfer to the University Archives.	MAU then transfer to University Archives	University Archives	Includes all final reports and backup data regarding major administrative studies and special management projects. Review for archival value.
61	Program History Files:	Retain until administrative or management need is met; then, transfer to the University Archives.	MAU then transfer to University Archives	University Archives	<p>May include: media releases, public information files, photographs (digital, prints, negatives), videotapes/discs, scrapbooks, clipping files, audio tapes/cd's, speeches by program manager, written histories and monographs, and other visual aids, publications (brochures/leaflets/pamphlets) related to the university functions for which the agency is responsible.</p> <p>Recommend review/transfer every five years.</p>

Item No.	Record Title	Minimal Retention Time	Custodian Location	Disposition	Description/Details
62	General Correspondence Files:	Retain 3 years	Responsible MAU or department	Destroy after 3 years	Consists of original incoming and copies of outgoing letters and memoranda related to the general administration and operation of the department/office, usually arranged typically according to a system index. Includes; staff reports (activity, routine management, trip), endorsements, conference/training notes, conflict of interest statements, financial disclosure forms, confidentiality statements, inventories/logs, studies, policies & procedures, forms and templates. This includes email associated with the general correspondence.
63	Legal Opinions: File set consists of correspondence, backup and copies of opinions received from the Attorney General's Office	Retain until administrative or management need is met.	General Counsel's Office	Destroy after administrative or management need is met	Office of record is the General Counsel Office
64	Legislation & Regulation Working Files: These records consist of internal documents ie: UA attorney notes, UA needs and impact statements for specific legislation.	Retain until administrative or management need is met.	Vice President of University Relations	Destroy after administrative or management need is met	Office of record is the Vice President of University Relations These records may include bills/regulations, proposed legislation, review letters, fiscal notes, departmental analyses, public comments, copies of documents from other universities, and states.
65	Board of Regent's Minutes	Retain until administrative or management need is met, then transfer to the University Archives	Board of Regents Executive Officer	University Archives	AS 14.40.170 The Board of Regents shall (5) keep a correct and easily understood record of the minutes of every meeting and all acts done by it in pursuance of its duties. These records document the policies, decisions, and historical activities of the University of Alaska.
65a	Board of Regent's Meeting Files Includes the following agendas, information packets, reports, notes, transcripts, media releases, meeting summaries, public testimony statements and questionnaires.	Retain until administrative or management need is met, then transfer to the University Archives	Board of Regents Executive Officer	University Archives	These records document the policies, decisions and historical activities of the University of Alaska.

Item No.	Record Title	Minimal Retention Time	Custodian Location	Disposition	Description/Details
65b	Minutes and meeting Files Major Policy Making: Documents all Major Administrative Units (MAU), advisory councils/committees, task forces, special committees and major policy making groups activities. Includes the following agendas, information packets, reports, notes, transcripts, media releases, meeting summaries, public testimony statements and questionnaires.	Retain until administrative or management need is met, then transfer to the University Archives	MAU, Department, Group responsible for making policy	University Archives	These records document the policies, decisions and historical activities of the MAUs.
66	Minutes and meeting Files Non-Policy Making: For all general staff, routine and operational meetings that do not result in changes to university positions or procedures. Consists of agenda, minutes, notes, and other backup.	Retain for 3 years or until administrative or management need is met, whichever comes first	Responsible office or group	Destroy after 3 years or administrative or management need is met whichever comes first	
67	Program Policies & Procedures - Major: Substantive and binding university issued policies, procedures, directives, decisions, rules, and manuals that address mission essential functions for the university, campuses, or departments are responsible. These records document university, campus, or department functions and have archival research value.	Retain for 3 years after policy is obsolete or superseded, then transfer to the University Archives for review.	Responsible MAU or department	University Archives	Policy: A governing principle established at the executive level, which mandates or constrains action, has consistent system, campus, or department wide application, and sets a course, which changes infrequently. Procedure: a set of effective and logical interrelated steps that implement a policy.
68	Program Policies & Procedures - Routine: Routine agency issued policies, procedures, directives, decisions, rules, organizational charts and manuals that address internal functions and operating procedures.	Retain for 3 years after policy is obsolete or superseded.	Responsible MAU or department	Destroy 3 years after policy is obsolete or superseded	

Item No.	Record Title	Minimal Retention Time	Custodian Location	Disposition	Description/Details
69	Advertisements: Legal	Retain 3 years after posted	Procurement and/or Contracting Office	Destroy 3 years after posted	This records series consists of agency advertisements which may have appeared in newspapers or posted on the Online Public Notice System administered by the Procurement and Contracting Officer. Examples include bid invitations for construction jobs, public hearings or notices, public sales.
70	Public Records Log & Request for Information: Unless a request is governed by 6 AAC 96.300, a public agency shall maintain a log of each written request for public records that it receives. The log must include date of request, requestor name, and tracking information.	Retain 1 year	PAO	Destroy after one year	Authority: 6 AAC 96.320
71	Reading Files: Extra outgoing copies of letters, memoranda, messages or other records used for periodic review by office staff, as a cross-reference to the record copies filed in the same office, for signature control, preparation of periodic reports, or for similar administrative purposes, and maintained separately in a chronological arrangement.	Retain 3 years	Department/Office	Destroy after 3 years	Record Copy may be administered in the General Correspondence Files.

Item No.	Record Title	Minimal Retention Time	Custodian Location	Disposition	Description/Details
72	<p>Records & Information Management Files:</p> <p>Consists of file plans/system outlines; records retention schedules; records transfer lists, records disposition notices, transmittal/receipts; records audit forms, records management policies and procedures; correspondence with departments, records contractor, and records managers; accounting, holdings and billing information.</p>	<p>Retain File Plans, Records Schedules and Policies & Procedures until superseded.</p> <p>Retain transfer lists until last box on list is disposed.</p> <p>Retain Disposition Notices, Audit Forms, Correspondence & Account data for 3 years.</p>	Records and Information Management Office	<p>Destroy File Plans, Records Schedules, and Policies & Procedures when superseded.</p> <p>Destroy transfer lists when last box is disposed. Destroy Disposition Notices, Audit Forms, Correspondence & Account data after 3 years.</p>	The Office of Record for records schedules, transfer lists, disposition notices, transmittal/receipts and cumulative holdings information is the Records and Information Management office.
73	<p>Reports - Annual: Reports issued by University agencies that describe functions, activities and events.</p>	Retain until administrative or management need is met; then, transfer to the University Archives.	MAU, Department, Office	University Archives	Permanent Transfer to Archives when circulated

Item No.	Record Title	Minimal Retention Time	Custodian Location	Disposition	Description/Details
74	Reports - Audit: Audit Reports are written by Legislative Audit, the Office of Management & Budget, UA Internal auditors, and contractors and document the financial accountability and statutory/regulatory compliance of the University.	Retain until administrative or management need is met.	MAU, Department, Office	Destroy after documentation of follow-up and corrective action taken is verified by appropriate agency	Unit's response to internal UA and independent management, operations, and fiscal audits. This series may include but is not limited to audit reports; written responses showing how recommended changes will be implemented; and relate documentation and correspondence. The Internal Audit Office may retain external and contractor audits. The Statewide Finance Office maintains Record Copies of state and federal single audits.
74a	Reports - Quarterly, Monthly: Consists of agency produced quarterly and monthly reports.	Retain until administrative or management need is met.	MAU, Department, Office	Destroy after administrative or management need is met.	
74b	Environmental Audit Reports:	Retain indefinitely, unless University General Counsel approves disposition of records related to environmental liabilities	MAU	Do not destroy unless University General Counsel approves disposition of records related to environmental liabilities	Note: for files having potential litigation: AS4603.822 relates to "strict liability for the release of hazardous substances: and impacts retention requirements for property documents. Liability, current or future, pertaining to the release of hazardous substances, attaches to property owners. Contact the General Counsel regarding disposition of records for real property
75	Technical Reference Files Consists of technical studies, publications, consultant reports, internet printouts from any source related to program administration and functions.	Retain until administrative or management need is met.	MAU, Department, Office, Committee	Destroy after administrative or management need is met	Until superseded or administrative/ management need is met. Technical studies, newsletters & publications used in the administration of the department.

Item No.	Record Title	Minimal Retention Time	Custodian Location	Disposition	Description/Details
76	Transitory & Miscellaneous Administrative Information:	Retain until administrative need is met.	MAU, Department, Office, Committee	Destroy after administrative or management need is met	This records series consists of documents that are created primarily for the communication of information, as opposed to communications designed for the perpetuation of knowledge. Transitory messages do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt. Includes: e-mail, self adhesive notes, data input documents, appointment books/calendars, intra-office correspondence tracking logs, word processing files, suspense files, temporary instructions, publication bulletins, notary certificates (copies) meeting notices, announcements and training flyers.
78	Functional Forms Files:	Retain until for 1 year after superseded, revised, or replaced.	MAU, Department, Office	Destroy 1 year after superseded, revised, or replaced.	Collection of current forms used for control precedent, comparison and general reference.
79	Numerical Forms Files:	Retain 1 year after obsolescence	MAU, Department, Office	Destroy 1 year after obsolete	Request for approval of forms, or similar documents submitted by office of primary responsibility for the form, and all revisions; latest printing specification; latest review of form, showing status of form; records about the form; final draft/master or a copy of the current edition showing the office of primary responsibility's approval; and, copy of each printed edition of the form.
80	Forms Management Report:	Retain 3 years	MAU, Department, Office	Destroy after 3 years	Reports of forms management activities, progress, status, and costs

Item No.	Record Title	Minimal Retention Time	Custodian Location	Disposition	Description/Details
81	<p>Disaster Preparedness Plans:</p> <p>This records series consists of disaster preparedness and/or recovery plans adopted by an agency.</p>	Retain until plan is superseded.	MAU, Department, or Office	Destroy after plan has been superseded.	Provide copy of Disaster Preparedness Plans to SW Disaster Preparedness Officer. Plans should be reviewed and updated every two years.
82	<p>Disaster Preparedness Drills:</p> <p>This records series consists of the results of disaster preparedness exercises and the supporting documents including scenarios, location of safety related drills, timetables, response times, probable outcomes, areas of difficulties, description of how difficulties were resolved, and areas for improvement. Types of drills include: fire, earthquake, safety, chemical spills and active shooter on campus.</p>	Retain 3 years provided reviews have been conducted.	MAU, Department, or Office	Destroy 3 years after drill or review which ever is longest.	Provide a copy of the Disaster Preparedness Drill results and review to the SW Disaster Preparedness Officer. Building evacuations and active shooter exercises should be conducted at minimum annually.
83	<p>Drafts and Working Paper:</p>	Retain until obsolete, superseded, or administrative or management need is met	MAU, Department, Office	Destroy when obsolete, superseded, or administrative or management need is met	This series contains documents, correspondence, reports, memoranda, and other materials in preliminary or developmental form before their iteration as a final product. Drafts may include copies of materials circulated for review for grammar, spelling and content. Working papers may include notes and miscellaneous documents used in compiling an assembling the final product.

Item No.	Record Title	Minimal Retention Time	Custodian Location	Disposition	Description/Details
84	Incident Reports:	Retain 4 years	MAU, Department, Office	Destroy after 4 years	This records series consists of reports of strange occurrences or incidents which occur at an university owned/leased property and may include: alarm or lock malfunctions, security breaches, documentation of hostile actions by employees or the public, suspicious persons, maintenance problems, or any other circumstance that should be noted for future reference or follow-up. Types of data listed: name of reporting staff member, date/time/location of the incident, persons involved or witnesses, the extent of the problem, emergency response, supervisors notified, and general outcome.
86	Key, Badge Issuance, and Access Card Records;	Retain until employee no longer works for the university.	MAU, Department, Office	Destroy after employee terminates employment with the university	This records series consists of the key control system which includes receipts for keys, access cards, and security or identification badges issued by employees. Access cards are deleted/expired from the system.
87	Supply Records:	Retain 3 years	MAU, Department, Office	Destroy after 3 years	This records series consists of documentation of consumable supplies located in a central supply office for use by university staff. May include a listing of all available supplies which is distributed periodically or upon request.
88	Surveillance Video Tapes:	Retain record Copy 30 days, then erase and reuse, provided any necessary images are saved.	MAU, Department, Office	Destroy after 30 days	This records series consists of surveillance video tapes created to monitor activities occurring both within and outside of university buildings. University should create an internal management policy to determine which images should be retained for further investigation. Tapes may play an integral part in prosecution or disciplinary actions.

Item No.	Record Title	Minimal Retention Time	Custodian Location	Disposition	Description/Details
89	Visitor Logs:	Retain record copy 2 years	MAU, Department, Office	Destroy after 2 years	This records series consists of records documenting employees' and visitors' entrance into a university building during and /or after office hours. Logs may require time, date, signature, reason for visit, and location or person visited.
90	Complaints: Student/Citizen/Employee:	Retain record copy 1 year after resolution provided applicable audits have been released	MAU, Department, Office	Destroy 1 year after resolution	This records series consists of individual complaints from students, citizens, or employees and may include: name, address, date, telephone number, narrative of complaint, to whom referred and date, action taken and signature of person taking the action. This file set does not include claims of harassment or discrimination among employees. Refer to Personnel Records, Item 111, Grievance case files.
91	Training Material Records:	Retain Record Copy until obsolete, superseded or administrative need is met; then contact the University Archives for archival review.	MAU, Department, Office	Destroy after obsolete, superseded or administrative need is met unless records have archival potential	This records series consists of materials used in training, such as films, compact disks, electronic files, slides, commentaries, manuals, workbooks and other related items. Refer to 100 & 101 for employee training records.
92	Mail and Telephone Records:	Retain 1 year	MAU, Department, Office	Destroy after 1 year	Consists of mail files or logs that document transmittal/posting of United States Post Office materials and returned/undeliverable first class mail. Also, includes telephone logs, message books and phone number lists.

Item No.	Record Title	Minimal Retention Time	Custodian Location	Disposition	Description/Details
93	Postage Records:	Retain 3 years or after audit, whichever comes first.	MAU, Department, Office	Destroy after 3 years or after audit whichever comes first	Consists of a detailed listing showing the amount of postage used, date, used balance and purpose. Record of a United Parcel Service or Federal Express package sent by an office to another would also fit within this series.
94	Parking Decal/Permit Records:	Retain 3 years or after audit, whichever comes first.	MAU, Department, Office	Destroy after 3 years	This records series consists of copies of parking applications for motor vehicles authorized to park on University owned/leased lots.
95	Statistical Data Records:	Retain until administrative or management need is met.	Institutional Research	Destroy after administrative or management need is met	These records normally consist of computer printouts, spreadsheets or other electronic files containing various types of information that have been collected and compiled by units to compare figures for some time frame on such subjects as: funding, student enrollment figures, courses offered, production or activity figures, fiscal data, student schedules, etc.
96	Inspection Records:	Retain until after all corrections are completed.	Units	Destroy after verifying all corrections are completed.	Inspection reports for fire, security, and safety. The Fire Marshall and Police Chief maintains the official copy of all fire, security, and safety inspections.
97	Delegations of authority	Retain 3 years after delegation is not longer valid	Units	Destroy 3 years after delegation in no longer valid	Retain 3 years after delegation is not longer valid

Item No.	Record Title	Minimal Retention Time	Custodian Location	Disposition	Description/Details
Personnel Administration Records					
100	<p>Individual Personnel Files - Classified, Partially Exempt & Non-Permanent: Agency copies of personnel employment history records. May include applications, resumes, personnel actions, performance evaluations, copies of applications for insurance and benefits, and training records. Must include date of hire and rehire documentation and date and cause of termination or suspension.</p>	MAU Retains record for 6 years after employee terminates then purges the file before transferring to Statewide Records Center	Transfer to Statewide Records Center for inactive storage	Retain in Records Center 44 years then destroy per UA policy	Refer to Payroll Accounting (HR Section) for Employee Time & Attendance Records. The employee records section of the Division of Personnel administers Record Copy for 50 years. Confidential per AS39.25.080 & 2 AAC 7.910(c). 8 AAC 85..020 requires hire and termination documentation. State Wide HR Policy SOP Justification for retention beyond legal requirement of 2 years after action: Division of Retirement unwritten requirements for pay and job assignment verification. After term +6 years all records not related to hire, job changes, leave without pay, or termination are destroyed. If an employee had an exposure incident while working for the University all exposure related records are transferred to Risk Management at the time MAUs purge the records for inactive storage.

Item No.	Record Title	Minimal Retention Time	Custodian Location	Disposition	Description/Details
101	<p>Individual Personnel Files - Exempt: Official employment history records. May include applications, resumes, personnel actions, performance evaluations, copies of applications for insurance and benefits, and training records. Must include date of hire and rehire documentation and date and cause of termination or suspension.</p>	MAU Retains record for 6 years after employee terminates then purges the file before transferring to Statewide Records Center	Transfer to Statewide Records Center for inactive storage	Retain in Records Center 44 years then destroy per UA policy	<p>Refer to Payroll Accounting (HR Section) for Employee Time & Attendance Records. Confidential per AS 39.25.080 and 2 AAC 7.910(c). 8 AAC 85.020 requires hire and termination documentation.</p> <p>State Wide HR Policy SOP</p> <p>Justification for retention beyond legal requirement of 2 years after action: Division of Retirement unwritten requirements for pay and job assignment verification. After term +6 years all records not related to hire, job changes, leave without pay, or termination are destroyed.</p> <p>If an employee had an exposure incident while working for the University all exposure related records are transferred to Risk Management at the time MAUs purge the records for inactive storage.</p>
102	<p>Recruitment, Selection, & Appointment Records: This records series includes applications, transcripts, position vacancy announcements, letters of introduction, test answer sheets, examination papers, records of ratings of applicants, correspondence, candidate summaries, hiring proposals, and approvals.</p>	Retain record copy 2 years from date of recruitment closure (All information and documentation for hired applicants are added to personnel file).	Depending on MAU policy retain by HR or department until destroyed	Destroy after 2 years	<p>Record Copy may be maintained by Human Resources or by authorized hiring department. Confidential per AS 39.25.080.</p> <p>Retention Authority: 2AAC 07.113</p> <p>6 AAC 30.0840 (State Commission for Human Rights) requires 2-year retention of recruitment records. If EEO action is initiated, retain agency copies 1 year after settlement.</p> <p>BOR Policy 04.01.062</p>

Item No.	Record Title	Minimal Retention Time	Custodian Location	Disposition	Description/Details
Information Technology Records					
120	Feasibility Study Reports:	Retain record copy at Department/MAU for 4 years after successful implementation or following an audit whichever is later. Retain all other copies until administrative need is met.	MAU, Campuses, Colleges, Departments, and Offices	Destroy 4 years after successful implementation or following an audit whichever is later.	These reports document the analysis of information management problems to determine effective operational, economical and technical solutions and include data collection material such as: logs, time studies, interview notes, questionnaires, computer printouts, requirements analysis document and related correspondence.
121	Systems Analysis & Design Documentation:	Retain record copy at MAU for 5 years after successful implementation. Retain all other copies until administrative need is met.	MAU, Campuses, Colleges, Departments, and Offices	Destroy 5 years after successful implementation.	This records series documents the examination of an IT problem and the creation of its solutions and includes; logs, time studies, interview notes, questionnaires, computer printouts, diagrams, schematics, workflow documents, computations, correspondence ad other documents related to systems analysis and design.
122	Testing Data:	Retain record copy at MAU for 1 year after successful implementation. Retain all other copies until administrative need is met.	MAU, Campuses, Colleges, Departments, and Offices	Destroy 1 year after successful implementation.	These file sets document programmer and user testing processes created prior to implementation of a new or revised application. Contains a sample of every category of valid data as well as many invalid conditions as possible and may include: test programs/scripts with their results, instructions, routines, validity checking and verification data, and user acceptance and other test documentation.

Item No.	Record Title	Minimal Retention Time	Custodian Location	Disposition	Description/Details
123	Program Source Code & Programmer Documentation:	Retain Record copy at MAU for 2 years after successful implementation. Retain all other copies until administrative need is met.	MAU, Campuses, Colleges, Departments, and Offices	Destroy 2 years after successful completion	This records series consists of programming statements and instructions that are written by a programmer, and convertible into machine language by compilers, assemblers, or interpreters; and, other documentation the programmer utilizes for application implementation. May also include data systems/file specifications, codebooks, file layouts and output specifications.
124	Program (User) Documentation & Training Materials:	Retain record copy at MAU for 1 year after the system is no longer operational. As materials are updated, retain previous version for 1 year following update. Retain all other copies until administrative need is met.	MAU, Campuses, Colleges, Departments, and Offices	Destroy 1 year after system no longer operational or 1 year after version update.	May include user guides, notes, computations, reports, computer printouts, data systems/file specifications, codebooks, file layouts, output specifications, brochures and other end user material regarding the use of an application.

Item No.	Record Title	Minimal Retention Time	Custodian Location	Disposition	Description/Details
125	IT General Documentation File:	Retain until documentation is obsolete, superseded or administrative need is met. Retain application software licenses and agreements for three years after termination.	MAU, Campuses, Colleges, Departments, and Offices	Destroy when obsolete, superseded, or need is met. Retain licenses & agreements 3 years after termination.	Documentation may include: usage/inventory reports, application software licenses/agreements, security information, disaster recovery/backup procedures; and, Worldwide Web page data, statistics and other development materials utilized in the creation and maintenance of MAU internet site.

Item No.	Record Title	Minimal Retention Time	Custodian Location	Disposition	Description/Details
126	Post Implementation Evaluation Review & Reports:	Retain record copy at MAU for 5 years after successful implementation. Retain all other copies until administrative need is met.	MAU, Campuses, Colleges, Departments, and Offices	Destroy 5 years after successful completion	Assessments conducted following the completion of each IT project that address operational problems (whether the project met propose objectives, was completed within the anticipated time and budgetary constraints, and achieved the proposed benefits). Includes surveys, gap analysis checklists, third party recommendations and auditor comments.
127	Information Technology Assets Audits (Inventories):	Retain record copy at MAU for 4 years, the inventory is superseded by another inventory, the asset is no longer operational, has been disposed of ; or , is no longer owned by the program, whichever is later.	MAU, Campuses, Colleges, Departments, and Offices	Destroy after 4 years, the inventory is superseded by another inventory, disposed of; no longer operational, or owned by unit.	Consists of information used to accurately locate and monitor software assets of the MAU, including; analyses, reports, reviews, listings, logs, risk assessment documents and other software-audit tool outputs.
128	Data Input Forms	Until input and verified	Units	Destroy after input is verified	This series contains several types of paper forms that are used to create the same record in electronic form.

Item No.	Record Title	Minimal Retention Time	Custodian Location	Disposition	Description/Details
129	Automatic Data Processing and Electronic Data Processing Media	Until Obsolete	Units	Destroy when obsolete	Retain until obsolete, superseded or administrative/management need is met. Office copies of magnetic cards/tapes/diskettes & other media used for communicating with data processing equipment or as preliminary input, temporary storage, output control which serves as an intermediate means for the production of printouts, computer-output Microfiche (COM) or online data.
130	World Wide Web Pages	Record Copy: Retain 5 years or until obsolete, superseded or administrative need is met, whichever comes later.	MAU, Campuses, Colleges, Departments, and Offices	Destroy after 5 years or when obsolete, superseded, or administrative need is met whichever comes later.	This records series consists of university internet and intranet web site content documentation. May include: web master policies; procedures; notes; content pages that compose the site, inclusive of the HTML markup; records generated when a user interacts with a site; lists of URL's referenced in the site's hyperlinks; web site design records; records addressing usage of copyrighted material; software applications used to operate the site; web snapshots; site maps depicting directory structure saved after substantive site changes have been implemented; server environment configuration specifications; and, correspondence. and other development materials utilized in the creation and maintenance of MAU internet site. **Contact University Archives regarding web site records that may have historical value. **Back-end programmatic databases for which a web page serves as the interface should be listed on the unit's program records schedule.