

Terms of Transfer of Records

University of Michigan Records Management

The University of Michigan is a world class institution of higher learning, research and health care. Our achievements, successes and innovations can only be remembered and claimed over time if evidence of them is properly preserved. Records and information are important strategic assets of an organization and, like other organizational assets (people, capital and technology), must be managed to maximize their value. If we manage our records and other information assets efficiently (preserving records that we need to keep and disposing of records that have outlived their usefulness) we can save money, manage risk, improve productivity and contribute to the creation of new knowledge. Thank you for your participation in this essential endeavor.

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The Bentley archival staff will review the records and appraise their administrative and historical value. Items judged to be of insufficient value to warrant the cost of long-term retention will be separated out and destroyed. The staff will prepare a descriptive finding aid at the folder level which will be made available to the originating unit and to researchers. The Bentley staff will offer administrative reference for the records to the origination unit.

University records are public records and once fully processed are generally open to research use, except for records which will include personally identifiable information (PII) and those which fall under the category of executive restriction. Specific records that contain PII will be closed to protect individual privacy: personnel folders and personnel-related files including search, review, promotion, and tenure files are closed for thirty years from date of creation; student educational records are closed for seventy-five years from date of creation, and patient/client records are closed for one-hundred years from date of creation. Executive officers', deans' and directors' records are restricted for a period of twenty years from their date of accession by the Bentley Historical Library. The restriction is subject to applicable law, most notably the Freedom of Information Act (FOIA).

For more information about records management at the University of Michigan, please see our Records Policy and Procedures Manual (3rd edition, 2014).