



General Records Retention and Disposition Guidance

The University Archives of the Bentley Historical Library document the life of the University by collecting materials created by students, faculty, administrative and departmental staff during the course of their time here. This guiding document does not replace or supersede individual policies and procedures determined by the University of Michigan or its schools and colleges.

SERIES	FUNCTION	DESCRIPTION	DISPOSITION
ACCREDITATION (SEE SELF STUDIES)	Administrative	Documentation created by the unit in the process of accreditation or reaccreditation of their programs by external accreditation agencies. The series may include correspondence, faculty vitae, program descriptions or summaries, accreditation applications, copies of internal program reviews, course syllabi, final reports to the accreditation committee, results of the accreditation process, and other material.	Retain until end of accreditation cycle. Consult University Archives for transfer.
AGENDAS AND MINUTES	Administrative	Documentation consists of agendas for all official meetings, including department, committee, faculty senate meetings (including high-level committee meetings), council meetings, university-wide meetings, and Department Chair correspondence. This series also includes any supplementary documents or other materials that are associated with the minutes.	Retain 3 fiscal years + current fiscal year. Consult University Archives for transfer.
ALPHABETICAL/DEPARTMENT/SUBJECT/ TOPICAL	Administrative	Documentation consists of files which document the activities of academic and operational departments on campus, including the internal development and operations of programs. Records can include correspondence, reports, memoranda and notes, publications, and announcements. These files may also be known as subject files, departmental or office files, mixed files, or program files.	Retain 3 fiscal years + current fiscal year. Consult University Archives for transfer.

BOARD	Administrative	Documentation generated by the administrative activities of a Board, including agendas, correspondence, reports, and biographies.	Retain 10 fiscal years + close of fiscal year. Consult University Archives for transfer.
BUILDING AND GROUNDS	Administrative	Documentation may include the condition, upkeep, and routine maintenance of college buildings and grounds and the planning, administration, and implementation of current and potential capital construction projects on campus. It also documents remodeling and construction projects. Documentation may include but are not limited to building inspection reports, compliance inspection reports, floor plans, maintenance agreements, project schedules, sketches, work logs, and work orders and related documentation and correspondence.	Retain until superseded or obsolete. Consult Facilities and Operations for disposition authority.
CALENDARS AND SCHEDULES	Administrative	Documentation consists of all calendars used for university business which includes both paper and electronic calendaring systems. Documentation includes, but is not limited to, desk calendars, appointment books, and similar records.	Retain 3 fiscal years + current fiscal year. Consult University Archives for transfer.
CAPITAL PROJECTS	Administrative	Documentation may contain strategic, business and operational planning files, including, but not limited to, final plans, calls for proposals, publicity or presentation materials related explicitly to planning initiatives, and significant work papers.	Retain 3 fiscal years + end of project. Consult University Archives for transfer.
MINORS	Administrative	Documentation related to programs and outreach involving minors (under the age of 18) at the unit including but not limited to participation requirement forms, response protocols when there is an injury or illness, and release forms.	Retain 3 fiscal years + end of event. Consult with Risk Management for disposition authority.
CLASS LISTS AND ROSTERS	Student Records	Documentation of students registered for classes.	Maintain 1 fiscal year + current year. Consult University Archives for transfer.
CONTRACTS AND AGREEMENTS	Financial	Documentation created and shared by consultants, vendors and other firms concerning services, equipment, and obligations, including correspondence, memorandums, terms of service, licenses, and legal.	Destroy 7 fiscal years + close of contract date.

CORRESPONDENCE, OFFICIAL	Administrative	Communication that documents the planning, implementation, and evaluation of the significant activities, functions, projects, and programs of the unit. This communication can be in the form of notes, memorandums, letters, and email and has historical, long-term value.	Retain 3 fiscal years + last active date. Consult University Archives for transfer.
DISASTER PREPAREDNESS	Administrative	Documentation includes disaster preparedness response plans and procedures, training and staff orientation meeting information, emergency organizational flow charts, safety plans, and chemical hygiene records.	Dispose of copies when superseded. Consult University Archives for transfer.
EVENTS, UNIVERSITY-SPONSORED	Administrative	Documentation regarding events developed, sponsored, or hosted by the university. Materials commonly include correspondence, invitations, websites, images, audiovisual recordings, logistical information, brochures, handouts, budget information, and ephemera.	Dispose duplicates and copies at the end of administrative need. Consult University Archives for transfer.
FRIENDS AND ALUMNI	Financial	Documentation may consist of materials noting the efforts of special interest support groups to establish relationships with community agencies, individuals, businesses, and groups to gain their assistance with the development and coordination of institutional programs. Examples include bylaws, reports, brochures, newsletters or publications, meeting agendas, minutes and related documentation and correspondence.	Retain 10 fiscal years + date of creation. Consult University Archives for transfer.
GIFTS AND ENDOWMENTS	Financial	All documents relating to Gifts and Endowment are to be maintained in the permanent trust endowment files in the Financial Operations' vault. All such documents should be forwarded to the Endowment Fund.	Retain 7 fiscal years + close of agreement. Consult Office of Development for disposition authority.
GRANTS, AWARDED (SEE SPONSORED PROGRAMS)	Financial	Documentation may consist of the proposal, application, notice of award, accounting records, progress reports, patents, audit findings, contracts, and research data.	Retain 7 fiscal years + close of agreement. Consult University Archives for transfer of grant proposals, progress reports and final reports.
GRANTS, PROPOSED BUT NOT AWARDED (SEE SPONSORED PROGRAMS)	Financial	Documentation may consist of the proposal, application, notice of award, accounting records, progress reports, patents, audit findings, contracts, and research data.	Retain 7 fiscal years + close of agreement. Destroy copies in office when reference value ends.
NON-SPONSORED PROGRAMS	Financial	Documentation consists of materials related to non-sponsored projects such as the Designated Fund, General Fund, and Auxiliary Activities Funds.	Destroy 2 fiscal years + current year.

PERFORMANCES AND EVENTS, UNIVERSITY-RECORDED	Administrative	Audiovisual materials include the official or final recordings of campus events or performances staged or recorded by a campus unit. This series does not cover materials prepared for course instruction, or conduct of research.	Retain until end of accreditation cycle. Consult University Archives for transfer.
PERSONNEL	Personnel	Documentation may include, but is not limited to, the application, supplemental information form, publications lists, changes in status form, performance evaluations, reference checks, letters of commendation, position description and evaluation, and disciplinary letters.	(Central University Files) Retain 7 fiscal years + year employment terminates. (Operating Unit Files) Retain 2 fiscal years + current fiscal year. (In-Unit Reference Files) Per unit established procedures. Consult University Archives for transfer of materials related to staff life, emeritus files, CVs, retirement memos, and related biographical information.
PERSONNEL, SEARCH	Personnel	Documentation may include advertisements, resumes, interview questions, lists of interviewed candidates, and interview notes.	Destroy 4 fiscal years + the start date of selected candidate.
POLICIES AND PROCEDURES	Administrative	Documentation consists of university- and unit-wide established policies and procedures, including manuals, standards, handbooks, and other related materials.	Keep until policy or procedure is superseded. Consult University Archives for transfer.
PROSPECTS AND DONOR RELATIONS	Financial	Documentation related to prospects and stewardship of individuals and institutions in relation to the Office of Development.	Retain 7 fiscal years + close of agreement. Consult Office of Development for disposition authority.
PUBLICATIONS, CATALOGS AND BULLETINS	Student Records	Documentation that includes catalogs, commencement programs, degree statistics, demographic statistics and schedules of classes.	Maintain 1 fiscal year + current year. Consult University Archives for transfer.
PUBLICATIONS, UNIVERSITY-CREATED (SEE WEBSITE)	Administrative	To publish is to make content available to the general public. Publications include newsletters, newspapers, magazines, pamphlets, brochures, press releases, bulletins, and catalogs. Documentation includes both analog and digital publications.	Transfer to University Archives on rolling basis by adding archives to distribution list.

REBILLING UNITS	Financial	All service units, such as (but not limited to) stores and copy centers, are required to meet the retention period provided in IIA, because these units bill sponsored programs. Any charges which service units cannot produce supporting documentation for are subject to reversal. At a minimum retained items would include, but would not be limited to, user requisitions and pricing methods.	Retain 6 fiscal years + current year. Consult with University Tax Department for disposition authority.
REFERENCE	Administrative	Documentation used as in-house reference. These files are often comprised of pamphlets, notes, magazines, and articles about topics that employees need to reference to do their tasks. They do not contain any original or unique documentation.	Dispose when administrative use has been completed.
REORGANIZATION	Administrative	Documentation may present organizational changes within the college or university, including files of significant addition, deletion, or transfer of administrative, and functional or regulatory responsibilities.	Retain 3 fiscal years + current fiscal year. Consult University Archives for transfer.
REPORTS, ANNUAL	Administrative	Report on work completed by the unit each year. May also include summaries of accomplishments, goals, statistics, awards received, anticipated program needs and plans, as well as any supplementary documentation to support such reports.	Retain 3 fiscal years + current fiscal year. Consult University Archives for transfer.
REPORTS, PERIODIC	Administrative	Special reports about the unit's activities or programs that are often used in the drafting reports such as the Annual Report.	Retain 3 fiscal years + current fiscal year. Consult University Archives for transfer.
SALES TAX DOCUMENTATION	Financial	Supporting documentation for sales activities	Retain 6 fiscal years + current year. Consult with University Tax Department for disposition authority.
SELF STUDIES (SEE ACCREDITATION)	Administrative	Documentation consists of a study of unit goals and performance over time, academic program reviews. May include correspondence, reports. (See also: Accreditation)	Retain until end of self-study cycle. Consult University Archives for transfer.

SPEECHES AND PRESENTATIONS, UNIVERSITY-SPONSORED	Administrative	Documentation consists of the official or final version of the speech or presentation that is filed with department records.	Dispose duplicates and copies in office at the end of administrative need. Consult University Archives for transfer.
SPONSORED PROGRAMS (SEE GRANTS)	Financial	Externally-funded activities in which a formal written agreement, i.e., a grant, contract, or cooperative agreement, is entered into by the unit and by a sponsor.	Retain 7 fiscal years + close of agreement. Consult University Archives for transfer of grant proposals, progress reports and final reports.
STUDENTS, COMPLETED DEGREES	Student Records	Documentation may include but is not limited to university academic transcripts, applications, notices of admission, readmission, denial and acceptance, grade reports, petitions for exemption from university regulations and procedures and applications for withdrawal from the University.	Retain 3 fiscal years + graduation date. Consult Registrar for disposition authority.
STUDENTS, INCOMPLETE DEGREES	Student Records	Documentation may include but is not limited to university academic transcripts, applications, notices of admission, readmission, denial and acceptance, grade reports, petitions for exemption from university regulations and procedures and applications for withdrawal from the University.	Retain 3 fiscal years + last attendance date. Consult Registrar for disposition authority.
STUDENTS, PROFESSIONAL SCHOOLS	Student Records	Professional schools are those whose graduates are licensed by a federal or state agency. They also usually maintain a special accreditation	Accrediting bodies for professional schools may have particular retention requirements. In the absence of such requirements, files should be kept 10 years after graduation, except in cases of disciplinary action or expulsion where records should be kept 50 years after graduation.
WEBSITES (SEE PUBLICATIONS, UNIVERSITY-CREATED)	Administrative	Websites are considered a publication of the unit. Documentation should cover web content records that document the information on the site itself. A web schedule should also include web site management and operations records, which provide the site's context and structure.	Contact the University Archives prior to retiring a site to ensure that it is being captured by Internet Archive. Contact the University Archives when launching a social media discussion via hashtags and unique handles. Contact the University Archives when distributing university content through third-party applications.