



Memo of Transfer to the University Archives

Date: _____

Unit: _____

Contact (name/phone/email): _____

Number of boxes: _____

Size of digital transfer and method: _____

Does this transfer contain confidential/sensitive records? _____

Description of Records	Date(s)

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 appropriately preserved. Records and information are critical 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.

Terms of Transfer of Records

Bentley archivists 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 and destroyed. The staff will prepare a descriptive finding aid at the folder level which will be made available to the originating unit and researchers. The Bentley staff will offer administrative reference for the records to the originating unit.

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