Specialized Records
Retention Schedule

Approved: Various
Last Updated: 5/13/2025



Office of Audit, Risk and Compliance

**About this Retention Schedule**

The following retention schedule is comprised of Michigan State University specific record series. Please be advised that this retention schedule is under review and may be updated or replaced at any time. You should refer to the Record Retention website to find current versions of this and any other retention schedule. This document is only accurate as of its last update.

If you cannot locate the correct record series, contact OARC.temporaryrecords@msu.edu for further assistance.

 **Record Destruction Requirements**

[BOT 302 (Retention of Records and University Archives)](https://trustees.msu.edu/bylaws-ordinances-policies/policies/02-12-01.html) states “…University records of any format may not be destroyed without approval from both the record creator or maintainer and the University Records Manager.” Before disposing of any university records, you should consult an applicable record retention schedule to determine retention requirements. If records have met retention, and there is no litigation, audit, or other legal proceedings pending, you must submit a Record Destruction Form for review and approval before destruction occurs. If you need a copy of the form or further instructions on how to complete the form, you can learn more on the Record Destruction page.

**Permanent Records or Records with Archival Value**

University Archives & Historical Collections (UAHC) was first established in 1969 and is the designated repository for permanent or historically significant university records. Records with permanent retention or those designated as having archival value should be reviewed by UAHC prior to initiating disposal. If you have any questions about what is considered an archival record, or if you would like more information on how to transfer records for preservation, visit [their website](https://lib.msu.edu/ua) or contact them via email at archives@msu.edu.

 **Non-record Materials**

[Schedule GS1 (Non-records)](https://www.michigan.gov/dtmb/-/media/Project/Websites/dtmb/Services/Records-Management/RMS_GS1.pdf?rev=4226d45fc16d43528dd40d0465fb41d6&hash=EDAF0CAAF1941B99BF0B6D312BD0EB16) describes records that have no administrative or archival value but are in possession of an office or department. Non-records can be disposed of at any time, and they are not required to be documented on a Record Destruction Form.

Examples:

* Drafts replaced by new or final versions
* Convenience copies or duplicates
* Publications or mail received outside of MSU used for reference or informational purposes
	+ (e.g. brochures, catalogs, newsletters, flyers, junk mail, advertisements, etc.)
* Spam email
* Research or reference materials from outside sources not used to document any final decisions or actions

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| **College of Human Medicine (Dean’s Office)***Approved on 1/24/2017* |
| **Schedule & Item Number** | **Record Series Title** | **Description** | **Retention Period** | **Disposition** |
| MSU, CHM004 | Annual Reports, Curriculum Reports | This record series documents the end of year annual reports generated by the curriculum committees. This report is shared with the Dean and other relevant administrators. This record series may include, but is not limited to: the final report and any related correspondence. | Permanent | Retain permanently. Transfer one copy to UAHC for retention. |
| MSU, CHM007 | Contracts, Endowment and Gifts | This record series documents contracts specific to the College of Human Medicine and administered by the Dean's Office which relate to the creation of endowments and gifts. This record series excludes any contracts/grants managed by the Office of Sponsored Programs and Contracts and Grants Administration. This record series may include, but is not limited to: executed contracts which include wet signatures and any related correspondence, including emails. *(See also: FR017 and FR024)* | EXP + 75 YEARS | Retain 75 years after expiration of contract, then destroy. |

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| **College of Law (Graduate and International Programs)***Approved on 4/21/2017* |
| **Schedule & Item Number** | **Record Series Title** | **Description** | **Retention Period** | **Disposition** |
| MSU, CL001 | Student Applications, Graduate and International Programs | This records series documents the applications for graduate and international programs received by the Michigan State University College of Law. This record series may include, but is not limited to: application, letters of recommendation, English proficiency scores, resume, transcripts, personal statement and additional review notes. *(See also: Student Application Files – Graduate Programs – Not Admitted/No-shows)* | EV + 1 YEAR | Retain 1 year after application decision is made, then destroy. |

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| **Division of Human Anatomy – Willed Body Program***Approved on 6/12/2014* |
| **Schedule & Item Number** | **Record Series Title** | **Description** | **Retention Period** | **Disposition** |
| MSU | Willed Body: Donor Documentation – Accepted | This record series documents donations of anatomical gifts that are accepted to the Willed Body Program. This series may include, but is not limited to: original, signed donor forms, records of cremation and internment, and related correspondence. | Permanent | Retain permanently in office. |
| MSU | Willed Body: Donor Documentation – Rejected | This record series documents donations of anatomical gifts to the Willed Body Program that are ultimately rejected from the program. This series may include, but is not limited to: signed, original donor forms and related correspondence. | EV + 3 YEARS | Retain 3 years after donation has been rejected, then destroy. |
| MSU | Willed Body: Loan Documentation | This record series describes the loan of anatomical gifts to other institutions. This record series may include, but is not limited to: loan paperwork and related correspondence. | ACT + 6 YEARS | Retain 6 years after loan has concluded, then destroy. |

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| **Graduate School***Approved on 4/19/2014* |
| **Schedule & Item Number** | **Record Series Title** | **Description** | **Retention Period** | **Disposition** |
| MSU | Copies of Requests for Waivers (Graduates) | Copies of requests for waivers are kept until the student graduates. The Graduate School periodically checks on the academic progress of students with waivers of various kinds to determine the impact of the waiver on completion. | EV | Retain until after student graduates, then destroy. |
| MSU | Copies of Requests for Waivers (Non-Graduates) | Copies of requests for waivers are kept for a maximum of 3 years. The Graduate School periodically checks on the academic progress of students with waivers of various kinds to determine the impact of the waiver on completion. | EV + 3 YEARS | Retain 3 years after date of last enrollment, then destroy. |
| MSU | Documents and Notes (Graduates) | Documents and notes related to students or faculty who seek advice from the Graduate School staff. This includes notes, phone or email messages, and any other information shared with GS, until the student graduates, after which paper and electronic items will be destroyed. The GS office will strip out identifying information from their appointment calendar within seven (7) days of an appointment with a visitor. | EV | Retain until after student graduates, then destroy. |
| MSU | Documents and Notes (Non-Graduates) | Documents and notes related to students or faculty who seek advice from the Graduate School staff. This includes notes, phone or email messages, and any other information shared with GS, until the student graduates or for a period of 6 years, after which paper and electronic items will be destroyed. The GS office will strip out identifying information from their appointment calendar within seven (7) days of an appointment with a visitor. | EV + 6 YEARS | Retain 6 years after date of last enrollment, then destroy. |
| MSU | Fellowship Award Information (Graduates) | This retention is for student graduates' fellowship award information that includes travel destinations and research enhancement projects. Once the student completes graduation, this material will no longer be kept. | EV | Retain until after student graduates, then destroy. |

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| **Graduate School***Approved on 4/19/2014* |
| **Schedule & Item Number** | **Record Series Title** | **Description** | **Retention Period** | **Disposition** |
| MSU | Fellowship Award Information (Non-Graduates) | This retention is for non-graduated students' fellowship award information that includes travel destinations and research enhancement projects. This material will be kept for only 6 years after the last enrollment. | EV + 6 YEARS | Retain 6 years after date of last enrollment, then destroy. |
| MSU | GS Program Evaluation Data and Notes | Program evaluation data and notes are kept until internal uses for the data and information is complete. Note that many evaluation schemes may take a decade to complete as GS is following career success. | ADMIN USE | Retain until decision is made and documents are no longer administratively necessary, then destroy. |
| MSU | Submission of Theses and Dissertations | N/A | EV + 6 YEARS | Retain 6 years after student graduates, then destroy. |

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| **Information Technology***Approved on: 3/2/2015, 12/1/2015, and 10/2019* |
| **Schedule & Item Number** | **Record Series Title** | **Description** | **Retention Period** | **Disposition** |
| MSU | DMCA Violation Records | This series documents complaints of copyright violations by students and employees and the remedial actions taken by the University, including technical response to complaints. This record series may include, but is not limited to: logs and tickets, reports, e-mails, including notifications of violations to students and responses from students, database records of complaints, and related correspondence. If the violation notification includes a copy of the work complained of, that copy should be retained only as long as necessary to make a good faith determination. | ACT + 5 YEARS | Retain 5 years after the current academic year, then destroy. |
| MSU | Learning Management Systems - Courses | This record series documents the courses, as defined in the Academic Programs catalog, conducted in MSU's learning management system. These systems may include, but are not limited to: ANGEL, Desire2Learn, StoreMedia, MediaSpace and other platforms not explicitly listed here. | EV + 2 YEARS | Retain 2 years after course ends, then destroy. |
| MSU | Learning Management Systems – Development Courses | This record series documents the development of courses in MSU's learning management systems. These systems may include, but are not limited to: ANGEL, Desire2Learn, StoreMedia, MediaSpace and other platforms not explicitly listed here. | ACT + 2 YEARS | Retain 2 years after the user last logs in, then destroy. |
| MSU | Learning Management Systems – Groups / Committees | This record series documents the groups created and maintained in MSU's learning management systems for both academic and administrative purposes. These systems may include, but are not limited to: ANGEL, Desire2Learn, and other platforms not explicitly listed here. | ACT + 6 MONTHS | Retain 6 months after the user last logs in, then destroy. |

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| **Information Technology***Approved on: 3/2/2015, 12/1/2015, and 10/2019* |
| **Schedule & Item Number** | **Record Series Title** | **Description** | **Retention Period** | **Disposition** |
| MSU | System Log Files, Access Logs | This record series documents the events and actions taken in university information technology systems in regard to system access. These log files may include, but are not limited to: application logs, authentication logs, database logs, email logs, firewall logs, physical security (key/video) logs, syslogs/event logs from servers, VPN logs, and web server logs. These logs may be found in the following systems: AD, LDAP, Radius, Shibboleth, Kerberos, SQL, Oracle, Exchange, Sendmail, Anti-SPAM, SSL VPN, IPSec, Apache, IIS, and Tomcat as well as other systems not listed here. | CR + 90 DAYS | Retain 90 days after record creation, but no longer than 1 year, then destroy. |
| MSU | System Log Files, Network Logs | This record series documents the events and actions taken in university information technology systems in regard to network procedures. These log files may include, but are not limited to: ARP cache date, bandwidth statistics for internal and external links, DHCP lease logs, DNS query logs, NAT logs, router/switch logs, and wireless controller logs. | CR + 30 DAYS | Retain 30 days after record creation, but no longer than 1 year, then destroy. |
| MSU | System Log Files, Security Logs | This record series documents the events and actions taken in university information technology systems in regard to informationsecurity. These logs files may include, but are not limited to: anti-virus logs, IDS alert data, incident records, and packet captures(TCPdump). | CR + 60 DAYS | Retain 60 days after records creation, but no longer than 1 year, then destroy. |

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| **Office for Global Health, Safety, and Security****(formerly International Office of Health and Safety)***Approved on 9/9/2016* |
| **Schedule & Item Number** | **Record Series Title** | **Description** | **Retention Period** | **Disposition** |
| MSU | International Program Safety Reviews | This record series documents the review of proposed study abroad and international programs by the International Office of Health and Safety. Programs are reviewed for safety and health concerns. This documentation may include, but is not limited to: copies of original proposals, handwritten evaluation comments, notes, and related correspondence, including email. | EV + 6 YEARS | Retain 6 years after review of the program is completed, then destroy. |

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| **Office of Audit, Risk and Compliance***Approved on 6/2/2017* |
| **Schedule & Item Number** | **Record Series Title** | **Description** | **Retention Period** | **Disposition** |
| MSU, IA001 | Internal Audit Final Reports | This record series documents the final reports issued by Internal Audit which notify offices and units of results and findings. This series may include, but is not limited to: final reports and related correspondence. | CR + 15 YEARS | Retain 15 years after creation of final report, then destroy. |
| MSU, IA002 | Internal Audit Working Papers | This record series documents the materials used to complete any audits of offices and units conducted by MSU. This series may include, but is not limited to: working papers, supporting documentation, and related correspondence. | CR + 10 YEARS | Retain 10 years after creation of final report, then destroy. |
| MSU, IA003 | Special Investigation Files, Felony Misconduct | This record series documents investigations by Internal Audit into misconduct that is considered a felony act with possible criminal prosecution. This record series may include, but is not limited to: working papers, reports, and related correspondence. | CR + 20 YEARS | Retain 20 years after record created, then destroy. |
| MSU, IA004 | Special Investigation Files, Misdemeanor Misconduct | This record series documents investigations by Internal Audit into misconduct that is considered a misdemeanor act with possible criminal prosecution. This record series may include, but is not limited to: working papers, reports, and related correspondence. | CR + 7 YEARS | Retain 7 years after record created, then destroy. |
| MSU, IA005 | Special Investigation Files, Non-Criminal Misconduct | This record series documents investigations by Internal Audit into misconduct that is not considered a criminal act. This record series may include, but is not limited to: working papers, reports, and related correspondence. | CR + 7 YEARS | Retain 7 years after record created, then destroy. |

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| **Office of Gift Planning***Approved on 9/22/2016* |
| **Schedule & Item Number** | **Record Series Title** | **Description** | **Retention Period** | **Disposition** |
| MSU, GP001 | No Gift Files | This records series documents estate files where no gift is given to the university. This record series may include, but is not limited to: donor information, copies of legal documents/agreements, and related correspondence. | ADMIN USE | Retain for as long as administratively necessary, then destroy. |
| MSU, GP002 | Endowment, Trust, and Will Documentation | This record series documents the official legal documents regarding trusts, wills, probate, and endowments. This record series may include, but is not limited to: trust documents, probate documents, endowment agreements, wills, and legal correspondence. | Permanent | Retain permanently in office. |
| MSU | Estate Files | This record series documents the process of receiving financial contributions to the University from deceased donors. This record series may include, but is not limited to: copies of trust documents, wills, insurance policies, bank/trust statements, legal documents, donor information, correspondence from trustees and legal representatives, copies of information sent by MSU to verify beneficiaries, and other related correspondence. | EV + 6 YEARS | Retain 6 years after the last financial contribution is received or the estate is considered closed, whichever is later, then destroy. |
| MSU, GP003 | Estate Files, Working Papers | This record series documents the process of receiving financial contributions to the University from deceased donors. This record series may include, but is not limited to: copies of trust documents, wills, and insurance policies, financial statements, donor information, copies of information sent by MSU to verify beneficiaries, and other related correspondence. | EV + 6 YEARS | Retain 6 years after the last financial contribution is received or the estate is considered closed, whichever is later, then destroy. |

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| **Office of the General Counsel***Revised on 11/1/2023* |
| **Schedule & Item Number** | **Record Series Title** | **Description** | **Retention Period** | **Disposition** |
| MSU, GC001 | Annual Litigation Report | This record series documents the annual litigation report which is sent to the President and the Board of Trustees. This series may include, but is not limited to: reports and other related correspondence. | Permanent | Retain permanently in office. |
| MSU, GC002 | Bankruptcy Litigation Files | This record series documents the Office of the General Counsel's work in regards to bankruptcy litigation. This record series may include, but is not limited to: memos and other related documentation. | EV + 10 YEARS | Retain 10 years after file is closed, and if not institutionally significant, then destroy. |
| MSU, GC003 | Budget Records, General Fund Accounting | This record series documents the budget and accounting for general funds in use by the Office of the General Counsel. These documents are copies of official records maintained in KFS. This record series may include, but is not limited to: accounting sheets, reports, budgets, and other related documentation. | FY + 2 YEARS | Retain 2 years after the end of the fiscal year, then destroy. |
| MSU, GC004 | Civil Rights Actions and Complaints | This record series documents the Office of the General Counsel's response to civil rights actions and complaints, including potential litigation. These files may include, but is not limited to: complaints, memos, and other related documentation. *(See also: GS26, Item #110)* | EV + 10 YEARS | Retain 10 years after file is closed, then review. Files related to deceased complainants or those who have not worked for the University for 7 years may be destroyed after the initial 10 year period. All other files should be retained for an additional 10 year period. |
| MSU, GC006 | External Legal Services Billing Records | This record series documents the external provision of legal services, including billing records for accounts GU100004 and DR100003. This record series may include, but is not limited to: bills, invoices, ledgers, and other related documentation. *(See also: FR004)* | FY + 6 YEARS | Retain 6 years after the end of the fiscal year, then destroy. |

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| **Office of the General Counsel***Revised on 11/1/2023* |
| **Schedule & Item Number** | **Record Series Title** | **Description** | **Retention Period** | **Disposition** |
| MSU, GC007 | Litigation Files | This record series documents litigation by the Office of the General Counsel on behalf of the university. This series may include, but is not limited to: correspondence, memos, and other related documentation. | EV + 10 YEARS | Retain 10 years after file is closed, and if not institutionally significant, then destroy. |
| MSU, GC008 | Non-Litigation Advice Files, Affiliation Agreements | This record series documents non-litigation advice the Office of the General Counsel may provide in relation to affiliation agreements. These files may include, but is not limited to: agreements, memos, and other related documentation. | EV + 3 YEARS | Retain 3 years after review of agreement, and if not institutionally significant, then destroy. |
| MSU, GC009 | Non-Litigation Advice Files, Contracts | This record series documents non-litigation advice the Office of the General Counsel may provide in relation to contracts. These files may include, but is not limited to: contracts, memos, and other related documentation. | EV + 10 YEARS | Retain 10 years after review of contract, and if not institutionally significant, then destroy. |
| MSU, GC010 | Non-Litigation Advice Files, General Advice (No Institutional Significance) | This record series documents non-litigation advice the Office of the General Counsel may provide in relation to general advice requests. These files may include, but is not limited to: requests, memos, and other related documentation. | EV + 10 YEARS | Retain 10 years after close of file, then destroy. |
| MSU, GC014 | Non-Litigation Advice Files (With Institutional Significance) | This record series documents advice the Office of the General Counsel may provide in relation to general advice requests as it relates to MSU matters. These files may include, but is not limited to: requests, memos, and other related documentation. | IND | Retain indefinitely electronically. Records may be reviewed for institutional significance periodically. |
| MSU, GC011 | Potential Litigation Files | This record series documents potential litigation files that may be handled by the Office of the General Counsel. This record series may include, but is not limited to: correspondence, memos, and other related documentation. | EV + 5 YEARS | Retain 5 years after file is closed, and if not institutionally significant, then destroy. |

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| **Office of the General Counsel***Revised on 11/1/2023* |
| **Schedule & Item Number** | **Record Series Title** | **Description** | **Retention Period** | **Disposition** |
| MSU, GC012 | Settlement Agreements | This record series documents settlement agreements reached by the Office of the General Counsel. This record series includes, but is not limited to: agreements, memos, and other related documentation. | EV + 10 YEARS | Retain 10 years after file is closed, and if not institutionally significant, then destroy. |
| MSU, GC013 | Subpoenas | This record series documents subpoenas received by the Office of the General Counsel. This record series may include, but is not limited to: subpoenas and other related documentation. | CR + 3 YEARS | Retain 3 years after creation, then destroy. |

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| **Office of the Registrar***Approved on 5/2/2014*  |
| **Schedule & Item Number** | **Record Series Title** | **Description** | **Retention Period** | **Disposition** |
| MSU | Transcripts – Permanent Academic Record | These are the official student records and represent the core academic achievements of MSU students. | Permanent | Retain permanently. |
| MSU | University Catalog, Course Descriptions, and Enrollment Highlights | These are official university publications documenting MSU academic programs and enrollment statistics. | Permanent | Retain permanently, and transfer copy to UAHC for retention. |

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| **Office of the University Ombudsperson***Approved on 9/7/2016* |
| **Schedule & Item Number** | **Record Series Title** | **Description** | **Retention Period** | **Disposition** |
| MSU | Appointment Calendar Entries | This record series documents communication with students who seek the services of the Ombudsperson. This record series includes, but is not limited to: appointment calendar entries. (See also: [IOA Standards of Practice](https://ioa.memberclicks.net/assets/docs/SOP-COE/IOA_Standards_of_Practice_English.pdf)) | CR + 2 YEARS | Retain 2 years after creation. *All personally identifiable information should be removed from the calendar within 7 days of the appointment.* |
| MSU | Contact Database | This record series documents the entries of the secure database used by the office for intra-office coordination and communication as well as underlying data for annual reporting purposes. This record series includes, but is not limited to: secure contact database. (See also: [IOA Standards of Practice](https://ioa.memberclicks.net/assets/docs/SOP-COE/IOA_Standards_of_Practice_English.pdf)) | Permanent | Retain permanently.*All personally identifiable information must be removed from the database prior to archiving.* |
| MSU | Email Messages | This record series documents correspondence with students who seek the services of the Ombudsperson. This record series includes, but is not limited to: email messages both received from and sent to office visitors. (See also: [IOA Standards of Practice](https://ioa.memberclicks.net/assets/docs/SOP-COE/IOA_Standards_of_Practice_English.pdf) and GS35, Item #102) | EV | Retain incoming visitor emails for 30 days after receipt, and retain copies of outgoing emails to visitors till the end of the semester. |

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| **MSU Extension***Approved on 11/3/2015* |
| **Schedule & Item Number** | **Record Series Title** | **Description** | **Disposition** |
| MSU | Federal Employee Personnel Files | This record series documents the employment of federal employees who work with the MSU Extension program. This record series is governed by federal retention schedules. This record series may include, but is not limited to: official personnel files (OPFs) and related correspondence. | Please refer to the updated retention guidelines for Item #40 here:https://www.archives.gov/files/records-mgmt/grs/grs02-2.pdf |

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| **University Archives and Historical Collections***Revised on 3/24/2017* |
| **Schedule & Item Number** | **Record Series Title** | **Description** | **Retention Period** | **Disposition** |
| MSU | Collection Accession Files | 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. *(See also: GS17, Item #107)* | Permanent | Retain permanently. |
| MSU | Collection Processing Files | 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. *(See also: GS17, Item #108)* | Permanent | Retain permanently. |
| MSU | Donor Paperwork, Collections | 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. *(See also: GS17, Item #106)* | Permanent | Retain permanently. |
| MSU | Donor Paperwork, Monetary | 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. *(See also: GS17, Item #11A)* | FY + 7 YEARS | Retain 7 years after the end of the fiscal year, then destroy. |
| MSU | Duplication Order Documentation | 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. *(See also: FR014 for proof of payment records)* | EV + 1 YEAR | Retain 1 year after completion of payment, then destroy. |

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| **University Archives and Historical Collections***Revised on 3/24/2017* |
| **Schedule & Item Number** | **Record Series Title** | **Description** | **Retention Period** | **Disposition** |
| MSU | Finding Aids | 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. *(See also: GS17, Item #109)* | SUP | Retain until superseded by updated version, then transfer outdated version to the appropriate collection processing file. |
| MSU | Loan Documentation | 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 | EV + 1 YEAR | Retain 1 year after the end of the fiscal year in which the material is returned, then destroy. |
| MSU | Patron / Researcher Documentation | 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. | FY + 7 YEARS | Retain 7 years after the end of the fiscal year, then destroy. |
| MSU | Permission to Publish Files | 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. | Permanent | Retain permanently. |
| MSU | Records Management Destruction Files | 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. | Permanent | Retain permanently.*As of fall 2024, these records are now created and retained in the Office of Audit, Risk and Compliance.* |

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| **University Archives and Historical Collections***Revised on 3/24/2017* |
| **Schedule & Item Number** | **Record Series Title** | **Description** | **Retention Period** | **Disposition** |
| MSU | Record Retention Schedules | 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. | Permanent | Retain permanently.*As of fall 2024, these records are now created and retained in the Office of Audit, Risk and Compliance.* |
| MSU | Reference Correspondence | 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. *(See also: GS35, Item #102)* | ACT + 5 YEARS | Retain 5 years after no longer administratively necessary, then destroy. |
| MSU | Reference Statistics | 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. *(See also: GS17, Item #96)* | Permanent | Retain permanently. |

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| **Youth Programs***Approved on 2/1/2019* |
| **Schedule & Item Number** | **Record Series Title** | **Description** | **Retention Period** | **Disposition** |
| MSU, YP001 | Media Release Form | This record series documents the signed, approved form allowing youth participants in MSU-sponsored programs and activities to be photographed and/or videotaped for use in MSU promotional and educational materials. | EV + 3 YEARS | Retain 3 years after last participation date, then destroy. |
| MSU, YP002 | Medical Treatment Authorization Form | This record series documents the parent/guardian giving their permission for a medical facility to treat the youth participant for minor injuries or medical problems. This record series may include, but is not limited to: youth participant's name, address, date of birth, primary care information, health insurance information, and medical history. | EV + 3 YEARS | Retain 3 years after last participation date, then destroy. |
| MSU, YP003 | Parent / Guardian Consent Form | This record series documents the permission given by the parent/guardian to allow the youth participant to participate in all educational and social activities related to the MSU program or activity. | EV + 3 YEARS | Retain 3 years after last participation date, then destroy. |
| MSU, YP004 | Pick-up, Drop-off, and Commuter Permission Form | This record series documents the specific people who are allowed to pick-up and drop-off the youth participant from the programs, dates the youth participant will be coming in late or leaving early, and if the youth participant has permission to commute independently. This record series may include, but is not limited to: the names and relationship status to the youth participant, dates related to early/alternative release, and the parent/guardian's contact information. | EV + 3 YEARS | Retain 3 years after last participation date, then destroy. |

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| **Youth Programs***Approved on 2/1/2019* |
| **Schedule & Item Number** | **Record Series Title** | **Description** | **Retention Period** | **Disposition** |
| MSU, YP005 | Registration Documentation | This record series documents the enrollment of each youth participant in a Youth Program. This record series may include, but is not limited to: name, address, date of birth, emergency contact information, and parental/guardian information. | EV + 3 YEARS | Retain 3 years after last participation date, then destroy. |
| MSU, YP006 | Service / Vendor / Facilities Contracts | This record series documents certification from mandatory background checks in the last twelve months. This record series may include, but is not limited to: written statements to support the evidence that the background check was completed. *(See also: GS26, Item #103)* | EV + 3 YEARS | Retain 3 years after last participation date, then destroy. |
| MSU, YP007 | Site Visits / Compliance Audits | This record series documents the materials that the Youth Program Director might ask the participating Youth Program to provide as evidence as following proper procedure. This record series may include, but is not limited to: score cards, audits, summary reports, and release forms. | EV + 3 YEARS | Retain 3 years after last participation date, then destroy. |
| MSU, YP008 | Staff and Volunteer Records, Reports, and Training Documentation | This record series documents the staff and volunteers who work with the youth participants. This record series may include, but it not limited to: the person's name, date of birth, contact information, emergency contact information, staff level, demographic information, background check completion, signed Youth Program Staff and Volunteer Rules Documents, and staff training completion certificates. *(See also: GS26, Item #100B)* | EV + 3 YEARS | Retain 3 years after last participation date, then destroy. |
| MSU, YP009 | Youth Programs Advisory Board Meeting Minutes / Agendas | This record series documents the decisions determined by the Youth Programs Advisory Board, in regards to the Youth Programs. This series is may include, but is not limited to: meeting minutes and agendas and website decisions. *(See also: GS35, Item #113)* | Permanent | Retain permanently, and transfer copies to UAHC for retention. |