

# Michigan State University

## *Administrative Records*

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<b>Schedule Title</b>	Correspondence, General
<b>Schedule Description</b>	General inter/intra and non-institutional office communication that deals with the operation of a campus unit and its personnel. This communication can be in the form of notes, memorandums, or letters that have no historical, long-term value.
<b>Schedule Retention</b>	2 years
<b>Disposition</b>	Retain in office for 2 years or as long as it is active, then destroy.
<b>Office of Record</b>	Any

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<b>Schedule Title</b>	Correspondence, Official
<b>Schedule Description</b>	Communication that documents the planning, implementation, and evaluation of the major activities, functions, projects, and programs of the office. This communication has historical, long-term value.
<b>Schedule Retention</b>	Retain 2 years in office/ Permanent
<b>Disposition</b>	Retain in office for 2 years, or as long as it is active, then transfer to the archives for permanent retention.
<b>Office of Record</b>	Any

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<b>Schedule Title</b>	Correspondence, Personal
<b>Schedule Description</b>	Communication between parties which has no relationship to the workplace.
<b>Schedule Retention</b>	Do not retain this type of record at office.
<b>Disposition</b>	None
<b>Office of Record</b>	Any

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<b>Schedule Title</b>	Reference Files (also called Subject Files/Vertical Files)
<b>Schedule Description</b>	These files are used as in-house reference. It contains pamphlets, notes, magazines, books, etc. about topics that employees will need to reference in order to do their tasks. It does not contain any original or unique documentation.
<b>Schedule Retention</b>	Retain in office as long as needed, then destroy. It is highly recommended that these files are weeded each year.
<b>Disposition</b>	As needed
<b>Office of Record</b>	Any

<b>Schedule Title</b>	Forms of Original Entry
<b>Schedule Description</b>	These include work-order forms, data-entry forms, and receipts of that are not retained under any other established schedule.
<b>Schedule Retention</b>	Retain these until an audit or verification is complete, then destroy.
<b>Disposition</b>	Until Audit
<b>Office of Record</b>	Any

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<b>Schedule Title</b>	Clipping File
<b>Schedule Description</b>	Newspaper, magazine, and journal articles.
<b>Schedule Retention</b>	Retain in office as long as needed, then copy to high quality paper and transfer to the archives. * <b>NOTE:</b> when copying, retain all information including newspaper title and date.
<b>Disposition</b>	As needed
<b>Office of Record</b>	Any

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<b>Schedule Title</b>	Manuals, Equipment
<b>Schedule Description</b>	This includes all guides provided by the manufacturer.
<b>Schedule Retention</b>	Keep as long as needed, then discard.
<b>Disposition</b>	As needed
<b>Office of Record</b>	Any

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<b>Schedule Title</b>	Minutes/Agendas
<b>Schedule Description</b>	Minutes and Agendas for all official meetings, including department committees, faculty meetings, council meetings, university wide meetings.
<b>Schedule Retention</b>	Retain one copy in office permanently. Send originals to the archives annually.
<b>Disposition</b>	Permanent
<b>Office of Record</b>	Any, including intra-office groups.

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<b>Schedule Title</b>	MSU Publications
<b>Schedule Description</b>	These are publications created at MSU including pamphlets, brochures, newsletters, magazines, guide-books, bulletins, programs, University Catalogs, Course Descriptions, Enrollment Highlights, announcements, videos, web sites, electronic publications (one-time and serial publications), for on-campus and off-campus audiences.
<b>Schedule Retention</b>	Retain one copy in office of creation permanently. This office should send copies to archives either as published or on an annual basis. The University Archives is capturing most web sites within the msu.edu domain and identified MSU related external sites. Offices should inform the University Archives before retiring old websites and when creating new web sites.
<b>Disposition</b>	Permanent

**Office of Record** Any

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**Schedule Title** Policy and Procedure Statements

**Schedule Description** These are official statements issued by university offices used as guidelines for conducting university business.

**Schedule Retention** Retain one copy in office, replace when superseded. Send one copy to the archives as soon as it is issued.

**Disposition** Permanent

**Office of Record** Any

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**Schedule Title** Reports – Annual/Summary

**Schedule Description**

**Schedule Retention** Retain one copy permanently in the office of creation and send original to the archives.

**Disposition** Permanent

**Office of Record** Any

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**Schedule Title** Reports – Periodic

**Schedule Description** These reports serve as support documents for annual/summary reports.

**Schedule Retention** Retain for 1 year, until annual report is created. If no annual report is produced, keep 1 copy of periodic report in office permanently and send original to archives.

**Disposition** 1 year (conditionally)

**Office of Record** Any

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**Schedule Title** Reports – Special Studies

**Schedule Description** These are special reports about the department's activities, organization, or programs.

**Schedule Retention** Keep one copy in office of creation as needed and send original to the archives for permanent retention.

**Disposition** Retain as needed in office/Permanent.

**Office of Record** Any

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**Schedule Title** Speeches/Presentations (by administrative heads)

**Schedule Description** This is the final, official version of the speech or presentation that is filed with the department records. Working copies, hand-written notes, and drafts should be filed with the personal papers of the presenter.

**Schedule Retention** Retain one copy in office of creation permanently. Send one copy the archives for permanent retention.

**Disposition** Permanent

**Office of Record** Any

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<b>Schedule Title</b>	Recorded Performances and Events
<b>Schedule Description</b>	There are recorded versions of performances, or events done at MSU or by a MSU unit.
<b>Schedule Retention</b>	Retain the master copy of the recorded performance (audio, video, film, digital) AND make a reference copy for general viewing. If the original is in a broadcast or non-standard version, contact the archives for format requirement for the reference copy.
<b>Disposition</b>	Permanent
<b>Office of Record</b>	Any