
UNIVERSITY RECORDS AND ARCHIVES

Purpose:

To establish policy for the retention and disposal of institutional records.

Additional Authority:

Idaho Code §67-5751

Scope:

Applies to all institutional records.

Responsible Party:

Office of the President, 426-1491

POLICY

I. Policy Statement

The University recognizes the important role that records and other institutional documents play in maintaining the organization's history and identity. Therefore, the university has established a committee and set of policies that provide guidelines to ensure that documents necessary for the preservation of that history are handled correctly.

II. Definition of Institutional Records and University Archives

Institutional records include all documents or records that are created or received in connection with the activities and business of the university. Institutional records are preserved for varying periods in order to provide information and evidence concerning policies, decisions, procedures, functions, or other activities of the institution. University archives are those documents or records defined above which have been deposited with the university archivist for permanent preservation and control and to be made available for use in accordance with the provisions under which they have been placed in the archives.

III. Distinction Between Public Records and Personal Files

A. Public Records: Correspondence, minutes, reports, and other materials that are related to the official function of the university are

public records. Their preservation, transfer, disposal, and destruction are governed by this policy.

- B. Private Records: Personal files of faculty and staff of the university that pertain to their professional careers, such as lecture notes, syllabi, manuscripts and so forth, are not regarded as public records. Faculty and staff are encouraged to offer these types of records to the university so that materials having historical or research value may be preserved in the university archives.
- C. Source Material Considered Public Records: Records relating to faculty, staff, and student organizations, which provide source material that could be valuable to researchers engaged in tracing the history of the university should be treated in the same manner as public records. Examples of source material that should be considered public records include minutes, agendas, and committee reports of Faculty and ASBSU senates, local chapters of professional groups, and so forth.

IV. Inventory of Records

The officer in charge of each administrative unit, including department chairpersons, is responsible for initiating and maintaining an inventory of records under his or her direct control.

V. Retention and Disposal of Records

Records should be maintained only for the minimum periods required to serve the basic official functions of the office involved. At the end of those periods, records will be destroyed according to the procedures enumerated below or be transmitted to the university archives in accordance with the schedule provided in the appendix below.

VI. Procedures

- A. Request for Record Destruction: Any University department, unit, or organization desiring to destroy unwanted records must write a letter of request to the appropriate vice-president. If the specific vice-president concurs that the records in question should be destroyed, he or she will write to the Director of Department of Administration for the State of Idaho, describing the records to be destroyed with sufficient detail to establish whether or not the records have fiscal or historical significance.
- B. Necessary External Entity Authorization: Upon receipt of the university's request (through the respective vice-president), the

Department of Administration will obtain the necessary sign-offs from both the Legislative Auditor and the State Historical Society.

- C. Notification of Decision: The University will receive written notification authorizing destruction of records as requested, or stating reasons why the records should be retained.
- D. Authorization for Destruction: Records that have been authorized for destruction should be disposed of according to the following methods:
 1. Confidential records will be burned or shredded by the generating agency.
 2. Non-confidential records will be disposed of by transferring them to the Division of Building Services for recycling.

VII. Appendix

Records	Where Maintained (Office)	Minimum Period of Retention	Disposition
Academic Records (Student)	Registrar (Vault)	Permanent	Retain in Registrar's Office vault on microfilm & alternate location
Accreditation Documents & Reports	Provost	Permanent	Retain in Provost's Office & Univ. Archives
Annual/Biennial Reports	President	Two Years	University Archives
Audit Reports (Fiscal)	Finance & Administration	Five Years	Finance & Administration
Budget Records	Budget Officer	Five Years	Finance & Administration
Contracts >\$10,000 or VP Designated	University Archives	Six Years	Destroy
Contracts (Buildings)	University Archives	Building Life	Archive
Contracts <\$10,000	Respective	Six Years	Destroy

	Offices		
Correspondence (Univ. Offices)	Respective Offices	Time Needed	Review--items of historical value to Univ. Archives
Departmental Academic Records	Faculty or Dept. Files	Five Years	Retain by faculty member or destroy
Dept. or Unit Reports	Respective Offices	Time Needed	Review--items of historical value to University Archives
Faculty Evaluation (Information, tenure, rank, or tenure review)	Department Chairperson or Dean's Office	Time Needed	Destroy
Grants (grant proposals, awards, reports)	Sponsored Projects	Five Years	Destroy
Health Records	Health Service	Discretion of Physician (as per established internal policies)	Destroy
Institutional reports	Institutional Research	Five Years	University Archives
Minutes:			
-- A. President's Cabinet	President's Office	Five Years	University Archives
-- B. Faculty Senate	Fac. Sen. Secretary	Five Years	University Archives
-- C. ASBSU	Student Union (Director's Office)	Five Years	University Archives
-- D. State Board of Education	President & Library	Permanent	Retain in President's Office & Univ. Archives
-- E. Other committees, councils, etc.	Chairperson Files	Two Years	University Archives

Payroll	Human Resources	Permanent	Retain in Human Resources
Personnel Records	Provost & Human Resources, Affirmative Action	Permanent	Retain in Provost's & Human Resources Offices
Purchasing	Finance & Administration	Five Years	Finance & Administration
Student Placement Records	Placement Files	Discretion of Director (as per established internal policies)	Destroy
Student Records (other than academic, health, and placement)	Respective Staff Office	Time Needed	Destroy
Student Organization Files	Student Activities	Five Years	University Archives
University Publications (bulletins, catalogs, handbooks, programs, etc.)	Library & Univ. Archives	Permanent	Retain in University Archives