

A Practical Approach to University Records Management

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INVENTORY

A successful records management program in the university must begin with an inventory of the records on hand, and at the outset the inventory may appear to be a difficult undertaking. In reality the work requires extreme care, tact, and patience. This inventory may be taken either by a questionnaire sent to the various schools and departments or by a personal survey.

Sending a questionnaire with the accompanying forms and instructions may appear to be the most economical and the quickest way of implementing a records program, but it is difficult to arouse the interest of the deans and department heads in a problem that they feel is of little concern to them. Though it is more expensive and time consuming, a survey taken by a professional records analyst or someone familiar with the problems involved will pay larger dividends, in the long run, for mistakes made in the inventory will plague the program for years to come.

Preparations before taking the records inventory are essential. The records manager should use any available organizational charts, catalogs, or even the campus telephone book to formulate some plan of action.

The inventory ought to begin with the offices whose records cut across departmental and school lines: the president's office, business office, registrar's office, dean of students, physical plant, student health service, office of publications, curriculum council, administrative or faculty council, etc. After these main service units are completed, the records of the schools and their individual departments would follow.

Equally important in getting the program off the ground is an announcement in the university's administrative newsletter outlining the purpose of the program and anticipating contact with each dean and department head. It is important that all concerned have some idea of *what* is being attempted and *why*, for the individual reaction to such a program is not always cordial.

Some professors will feel that the records they have created are their own property; others wonder how some outsider can know enough about

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the operation of their program to make decisions on what records should be kept and what should be thrown away. Head counselors in some schools take a personal interest in their students many years after they have graduated and may want to keep these records for an indefinite period of time. The dean of the school of home economics may have a keen desire to keep all requisitions for every stove the university has ever ordered, while the head of the music department may be overwhelmingly covetous of all the guarantees on the pianos in the department despite the fact that the pianos have long since left the premises. On the other hand, some deans and department heads recognize the problem of too many records, and they may overreact. They may feel that the records manager will solve all their records problems, and they may be eager to dispose of the whole lot.

The records manager must win the support of all these people if the program is to be successful, and to succeed in this eyeball-to-eyeball contact he must be able to give and take. Hopefully he will have the ability to compromise. Once confidence has been gained and permission obtained from the dean or department head, an inventory can begin. But before actually recording any information, the records manager should quickly survey the material within the department and discuss with the secretaries the location of the various types. He should then begin recording data on the largest single series of homogeneous records and proceed to the smaller files, which will take more of his time.

And he should begin with the active records first, for they are usually in better order and will nearly always mirror the records that are in storage. Of course the records that are in storage will have to be inventoried also. Two people should take the inventory, one to search out the records and identify them, while the other takes notes. The data the inventory seeks are: description of the records series, physical location of the records, inclusive dates, types of containers, cubic footage, frequency of use, arrangement, indexes for the series, duplication, and suggested disposition.

Recording the description of the records series must be done with care. The records manager must be neither too specific nor too general, for he will have to make use of this information in planning a retention schedule. An entry on the inventory form reading "correspondence," "cards," or "papers" has little validity as a description. At the same time a too specific listing of the records series is time consuming and is not essential. Entries such as "student personnel records, undergraduates," "admission statistics," "requisitions," or "inquiries and requests" are sufficient.

In noting the location of the records when only a few files are involved, the listing of the room number is all that is needed. However, if several file banks exist and contain a variety of records types in a storeroom or office, it is advisable to establish some sort of arbitrary

numbering system on the file cabinets, if one does not already exist, to pinpoint these records later.

Inclusive dates, types of containers, and cubic feet of storage space will enable the records manager to get an overall view of the records. In addition, cubic footage is the best measurement the records manager can use to determine the success of the program. A generally accepted rule of measurement for records is:

Letter-size filing cabinets	1.5 cu. ft. per file drawer
Legal-size filing cabinets	2 cu. ft. per file drawer
Tab cards, 10,000	1 cu. ft.
3" × 5" cards	.1 cu. ft. per 12-inch drawer
4" × 6" cards	.17 cu. ft. per 12-inch drawer
5" × 8" cards	.25 cu. ft. per 12-inch drawer
Map cases and odd-sized containers	
should be individually measured.	

In determining the retention period for records, the frequency of use or referral rate to the records must be known. One must know how often the office uses the active files and, more important, what is the frequency of referral to records in the same series after they are 1 year old, 2 years, 3 years or older; for the referral rate to the older records is one of the keys to the retention schedule that will be created.

Arrangement or organization of the records may or may not be helpful in establishing the retention period of the records but is nonetheless important, for the records manager can help the office by suggesting efficient disposal methods. Chronological breaks can be suggested for general subject files; colored file tabs can indicate retention periods for alphabetical systems; and time periods can serve to cut off straight chronological files.

Finally, knowing where duplicate copies are kept will be of great value in setting up retention periods and providing a general disposition schedule.

Immediately after the records of the office have been inventoried, the inventory cards should be arranged by subject or alphabet or any other logical order, and the information should be summarized with suggested retention periods. This summary can then be entered on a form for the signature of the administrator in charge of that office. This procedure not only helps if questions arise in the future but also relieves any apprehension on the part of the administrator that the records manager is assuming some of the administrator's prerogatives.

Of special concern are the records of individual professors—records which may not be directly involved with the administration of the school. As a rule of thumb, these records are their own professional and personal concern, with the possible exception of records and data being used in their work for the university. An example is research records

that would stay with the university after the professor leaves his position. This is an area that at times is difficult to define, and one that has to be approached pragmatically.

After all administrative units on the campus have been inventoried, a comprehensive records retention schedule can be developed.

RECORDS RETENTION

Once the inventory has been completed, a pattern emerges of three major categories—general administrative policy records, operational records, and housekeeping records—and these major units then must be evaluated.

Administrative policy records can be classified as permanent, but housekeeping records—requisitions, invoices, class lists, and minor fiscal records—should be destroyed when they are no longer administratively referred to. The operational records, however, present certain problems, for some of them may have permanent value; others certainly will not. They may be defined as records dealing with students, professors, and curriculum and/or documenting problems and procedures, and they may exist in practically all administrative units from the president's office down. The criterion used in evaluating these records is the administrative, legal, research, and historical value they may contain, and here the choice of their retention or disposal is purely subjective, depending upon the experience, knowledge, and background of the records manager or university archivist.

Moreover, the records manager or university archivist in establishing retention schedules takes into account the duplication of records series and the relationship of one record to another. Duplication can present problems. Despite the fact that the same information or even the same form may be duplicated elsewhere, there may be other factors that should be considered before a retention schedule is adopted. The records manager may, in dealing with the problems of duplication, designate an office as the records office—that is, the office that will maintain the official file—and decide that all other offices may dispose of that particular record at an earlier date. But in doing so, he must make sure that the official file's arrangement and organization is usable to all offices that might be interested in seeking information in the file. For example, files in a department may be set up under a subject heading and may be used extensively in that form, but the duplicate file, perhaps in the business office, is maintained by claim number or vendor's name with no regard to the subject of the document itself and obviously would be completely useless to the department. Also, in working out a retention schedule, the archivist must note how records relate to one another so that he does not schedule the destruction of a series of records when destruction would render valueless another series of records that may have permanent value.

Other factors the records analyst considers are the legal aspects. When he is preparing a schedule for the retention of records, he should consult the university lawyer, the State Archivist or Records Manager, the State's auditor, and the Federal Government. Records dealing with retirement, Federal property, and grants or student loans, or those that would have to be retained because of the statute of limitations, must be handled with particular care.

While no one general retention schedule will fit the needs of every university, some guidelines are listed below for records that are common to most institutions. Column 1 gives the description of record; column 2 designates the retention period for the copy offices, and column 3 shows the retention period for the office holding the official file. Column 4 lists the name of the official records office.

The records in column 2 are most often found in the academic departments and schools and in service departments such as the physical plant, student health service, office of publications, and registrar's office.

Administrative Records

Budget, operating	6 years minimum	Permanent	Business office
Budget, correspondence: policy and procedure letters and memoranda of enduring value	Permanent	Permanent	Business office
Budget, correspondence: work papers and routine material	3 years	3 years	Business office
Notice of intent to destroy records	1 year	5 years	University archives
General schedule of records retention and destruction	As superseded	Permanent	University archives
Correspondence relating to policy, procedure, and planning and to general administration of the department, school, section (includes, for example, letters from the administrative dean, building plans, letters from the dean of the school)	Permanent ¹		
Correspondence relating to routine matters nonessential to either the administration or policy of the school, department, or section, <i>i.e.</i> , thank-you notes, invitations, letters of congratulations	1 year maximum		
Correspondence, inquiries and re- quests from the general public	1 year		

¹ Subject to weeding by university archivist.

Correspondence, letters of transmittal	1 year		
Correspondence, memos "for your information only"	1 year		
Summer session correspondence	2 years ²		
Statistics created by the department, school, or section dealing with either staff or students in that department, school, or section	Permanent		
Annual or biennial reports created by the department, school, section, or division	Permanent	Permanent	President's office
Policy statements created by the department, school, section, or division (includes policies governing interdepartmental relations, recruiting policies, and all other policies which deal with the administration of the department, school, or division)	Permanent		
Reports from the office of the president	2 years	Permanent	President's office
Minutes, faculty meetings, interdepartmental or interschool and/or any other device created by the department or school used to keep the faculty informed of policies and procedures	Permanent		
Annual report of space utilization	2 years	Permanent	Institute of institutional research
Request for change of room classification	2 years	Destroy as superseded	Institute of institutional research
Building inspection, correspondence	5 years minimum	Permanent ³	Physical plant
Building, correspondence relating to sale and removal of	Permanent ³	Permanent	Business office & physical plant
Building, correspondence relating to construction of	Permanent ³	Permanent	Physical plant
Room usage classification	3 years	Destroy as superseded	Institute of institutional research
Equipment, correspondence relating to ordering of and in general routine	2 years maximum		

² All information duplicated in summer catalog, such as courses, instructors, days, times, buildings, and room numbers may be destroyed 2 years after creation. Other material subject to weeding by the university archivist.

³ Subject to weeding by university archivist.

Equipment, correspondence dealing with special equipment, <i>i.e.</i> , cyclotron, computers, electron microscope, nuclear reactor, ships, etc.	Permanent ³		
Equipment, lease and purchase correspondence	6 years after expiration of lease		
Equipment, agreements, service contracts for office equipment	6 years ⁴ after contract expires		
IBM cards for each individual item of equipment ⁵		Property life	Comptroller's office
Equipment inventory, IBM compiled sheets	2 years		
Property disposition requests (formerly called property release)	3 years	5 years	Business office
Request for Federal surplus property form	5 years	5 years	Business office
Special valuation report of government surplus property for inventory purposes	5 years	5 years	Business office
Warehouse issue sheet, surplus property	5 years	5 years	Business office
Supply inventory	2 years		
Additions, adjustments and transfers	2 years	5 years	Business office
Damage or loss of State property, preliminary report	3 years	5 years	Business office
Agreements and/or memoranda of understanding	6 years after contract expires	6 years after contract expires	Business office
Construction contracts	Permanent	Permanent	Business office & physical plant
Correspondence relating to contracts	6 years ⁶	6 years ⁶	Business office
Motor vehicle, State motor vehicle insurance policy; shows vehicles that are covered under this insurance program; each department lists vehicles it wants covered	3 years	4 years	Business office (purchasing)

⁴ Possibility of suit for 6 years; liability for 6 years.

⁵ Upon having the item removed from inventory, send one card to business office, which in turn sends it to the comptroller's office, and destroy duplicate upon receiving property disposition release.

⁶ Destroy 6 years after creation. Not to be destroyed if there is material of historical, legal, or fiscal value without permission of the university archivist. Information is needed about artistic details, unusual construction materials, and special equipment.

Quarterly passenger car mileage cost report	2 years	4 years	Business office
Motor vehicle accident reports for State vehicles	3 years	4 years	Business office
Patents, correspondence relative to Patents	Permanent	Permanent	
Association and organization file; contains publications as well as correspondence with professional organizations that are connected with the activities of the professional personnel; before destroying publications, a check should be made with the university library ⁷			
Correspondence dealing with gifts, bequests, and wills except endowments and property	4 years	Permanent	Development office & business office
Correspondence concerning gifts, bequests, and wills dealing with endowments and property	Permanent	Permanent	Development office & business office
General information concerning scholarship and awards	1 year	Permanent	President's office & dean of faculty
Syllabi	2 years	2 years	Council on curriculum & academic policy
Regular course proposals	2 years	2 years	Council on curriculum & academic policy
Reports: courses proposed by departments and schools, including courses proposed by curriculum council after preview, and courses proposed by the university to the chancellor and the State board	2 years	Permanent	Council on curriculum & academic policy
Correspondence and work papers showing courses to be added to the printed catalog and other information that will be reflected in the printed catalog	1 year		
Correspondence relating to changes in the curriculum, excluding all material appearing in the printed catalog or mentioned above	Permanent ⁸		

⁷ To be destroyed at the discretion of the dean or department head. This is a personal file of the member of the association or organization concerned. If the person is an officer or has made some significant contribution to the organization, the university archives may be interested in these files.

⁸ Subject to weeding by university archivist.

Annual report of the office of admissions	2 years	Permanent	Admissions office
Report on admissions	2 years	Permanent	Admissions office
Class lists	2 years ⁹		
Class grade books	5 years		
Comparative scholarship averages of living groups	2 years	Permanent	Office of the dean of men
Examinations	1 year		
Final examination schedules	1 term		
Grade distribution (shows grades given by course)	2 years	Permanent	Registrar's office
Registration procedures, including general registration materials, <i>i.e.</i> , registration checkoff list	1 year	1 year ¹⁰	Registrar's office
Schedule adjustments in class schedules	1 term		
Schedule of classes, workpapers	2 years maximum ¹¹		
Student registration slips	1 year		
Reports from the registrar to the schools	2 years	Permanent	Registrar's office
Athletic eligibility	2 years	3 years	Registrar's office
Catalog course records	2 years	4 years	Institute of institutional research & registrar's office
Grade reports (report cards); this is a copy of the grade reports sent to the students containing grades received in all classes, GPA for the term, hours taken, total number of hours taken in college, total GPA	1 term	3 years	Registrar's office
Drop and add slips, for classes changed	1 term	2 years	Registrar's office
Removal of incomplete and "E" grades, PE deferments and exemptions, junior certificates, reinstatements	5 years	Permanent	Information duplicated on students' permanent records, registrar's office
Class cards; shows grade, instructor's signature, course credit hours	1 year	Permanent	Registrar's office
Summer school official registration cards	1 year	2 years	Registrar's office

⁹ Copies 1 and 2 may be destroyed at the discretion of the department head or dean. Copy 3 is to be retained for 2 years.

¹⁰ Sample file to be maintained.

¹¹ Or at the discretion of the department head or dean.

Summer school registration statistics	2 years	Permanent	Registrar's office
Annual reports of the registrar	2 years	Permanent	Registrar's office
Scholarship reports	2 years	Permanent	Registrar's office
Term reports (formerly called academic deficiency committee reports): statistics relating to failing grades, summary of decisions of the academic deficiency committee by schools, suspensions and deferred suspensions by schools for the fall term, students granted reinstatement for the winter term of the year, students suspended at the end of the fall term, students suspended, replaced, placed and continued on probation at the end of fall term, by school	2 years	Permanent	Registrar's office
Midterm reports (work progress reports): listing of students who received warning reports	1 year	Permanent	Registrar's office
Geographical distribution list (shows geographical listing of students)	2 years	2 years 5 years 5 years Permanent	Information office Dean of men's office President's office Registrar's office
Registration statistics showing course changes, fraternity standings, geographical distribution of year's registration; graduating class age data, degrees conferred, men and women distribution of degrees since institution was founded, geographic distribution, mortality of class, percent of graduated on total enrollment in degree-granting schools, graduates who transferred from other schools; men's club comparative standing; analysis of changes in enrollment, comparative enrollment, enrollment by classes in full-year courses for 20 years, enrollment summaries; men and women classified as to curriculum, registration reports for the year, summary registration report, yearly enrollment; rehabilitation and veterans aid students, com-	2 years	Permanent	Registrar's office

parison for 20 years, student self-support; sororities, comparative standings; student body average; transfers, analysis of transfers from one school to another; women's clubs, comparative standings

Report on cost per student credit hour	2 years	Permanent	Institute of institutional research
Student-teacher ratio report	2 years	Permanent	Institute of institutional research
Committees, university: minutes, correspondence relating to policy and procedure, statements, reports, supporting data	3 years	Permanent	Chairman or secretary of committee
Councils, university: minutes, correspondence relating to policy and procedure, reports, and policy statements			
Faculty senate and administrative council	5 years ¹²	Permanent	Office of the dean of faculty
Council on curriculum and academic affairs	2 years ¹²	Permanent	Chairman of council
Graduate council	2 years	Permanent	Chairman of council
Research council	3 years	Permanent	Chairman of council
Council on student services	2 years	Permanent	Chairman of council
University relations council	3 years	Permanent	Chairman of council
Council of deans	3 years	Permanent	Chairman of council
Calendar of special events	1 year	Permanent	Archives & library
Catalogs & newsletters	2 years	Permanent	Archives & library
The faculty handbook	2 years	Permanent	Archives & library
The schedule of classes	1 year	Permanent	Archives & library
The staff directory	1 year	Permanent	Archives & library
Staff newsletter	1 year	Permanent	Archives & library

Personnel

Staff registration request to take classes	2 years	3 years 3 years	Registrar's office President's office
Appointment and/or salary notice	5 years	Permanent	Business office and/or president's office
Academic personnel retirement forms	1 year after staff member terminates employment	Permanent	Business office

¹² Policy and procedure; destroy as superseded.

Letters of recommendation for personnel on staff; applications, summer-appointment requests; applications and contract for sabbatical leave	Permanent	Permanent	President's office has some material duplicated
Applications, faculty, rejected	2 years		
Personnel action forms, civil service	1 year ¹³	Permanent	Business office, civil service
Merit increases for civil service	1 year ¹³	5 years	Averages on merit increases maintained by business office, civil service
Reports of overtime worked, applications for leave, sick leave certificates, and physician's certificates for sick leave exceeding 7 days	2 years		
Correspondence relating to civil service merit ratings	2 years	2 years	Business office (payroll)
Applications for student employment, rejected	1 year		
Applications of students employed with other information excluding time cards and work-study time cards	1 year ¹⁴		
W2 forms	1 year	1 year	Business office
Report of appointment to regular payroll	3 years	5 years ¹⁵	Business office
Changes in regular payroll appointment	3 years	5 years ¹⁵	Business office
W4 forms	1 year	5 years ¹⁶	Business office
Insurance deduction slips	1 year	5 years ¹⁶	Business office
Accident reports	1 year	4 years ¹⁷	Business office
Authorization for monthly deductions	1 year	5 years ¹⁸	Business office
Hospital service payroll deductions	1 year	5 years ¹⁸	Business office
Change in status, retirement	1 year	5 years ¹⁸	Business office (payroll)

¹³ Destroy at end of time indicated after employee terminates employment or after lapse of authorization.

¹⁴ One year after employee terminates employment or document lapses.

¹⁵ Destroy 2 years after staff member terminates employment.

¹⁶ Five years after lapse.

¹⁷ Two years after employee returns to work or retires.

¹⁸ Destroy at end of time indicated after employee terminates employment or after lapse of document.

Accident reports and claims, workmen's compensation	1 year	4 years ¹⁷	Business office (payroll)
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Fiscal Records

Annual and/or biennial budget including the following forms: cash statement, academic staff paid on salary basis, budget analysis—wage and requisition items, departmental worksheet, summary of departmental budget, civil service personnel and irregular help paid from wages, notice of change in budget, academic personnel action requests, academic and wage budget file	6 years	Permanent	Business office, budget office
Correspondence requesting adjustments on accounts, changing from one account number to another; done for both research accounts and regular OSU activity accounts; jury duty deductions also shown	3 years	3 years	Business office, accountant
Claim cost allocation statements, used as checks to make sure a person is not getting paid from State funds salary from sick leave and at the same time receiving workmen's compensation money	2 years	5 years	Business office (payroll)
Annual appointment additions and removals, showing not only difference in rates to be paid but also differences in when they are paid	3 years	3 years	Business office (payroll)
IBM listings showing deductions by account or by fund from OSEA, Blue Cross, savings bonds, etc.	1 year	1 year	Business office (payroll)
Absence and leave records, civil service	5 years		
Garnishments, documents and release, correspondence	2 years	2 years	Business office (payroll record of garnishment is recorded on master payroll)
Payroll certificate employees ledger; includes people who are paid on the 10th of the month; in schools and departments this is usually a work copy	1 month	Permanent	Business office (payroll)

Time slips, civil service personnel not on payroll (usually with less than 6 month's service) and student employees	5 years		
Retroactive social security payments, IBM printout	1 year	2 years	Business office (master payroll records information)
Correspondence concerning payroll	2 years	2 years	Business office (payroll)
Employment authorization issued by business office	1 year		
Correspondence of routine nature: letters to vendors concerning equipment, purchases, or repairs, or dealing with billing misunderstandings	2 years ¹⁹		
Requisitions, purchase requests, purchase orders, and interdepartmental requisitions	3 years ²⁰	6 years	Purchasing Business office
Store tickets, from physical plant	3 years	3 years	Physical plant
Out-of-State travel authorization and travel reimbursement requests	3 years	3 years	Business office
Freight bills	2 years	3 years	Business office Purchasing
Telephone toll slips	2 years	3 years	Business office Communications clerk
Telephone invoices	2 years	3 years	Business office Communications clerk
Western Union bills for telegraphs	2 years	3 years ²¹	Business office Communications clerk
Requests for telephone change or addition	1 month	2 years	Business office Communications clerk
Expenditure ledgers, showing encumbered balances	6 years		
Photo work orders	3 years	3 years	Photographic service department

¹⁹ If any argument arises over a bill not paid, material is to be maintained until payment is made, or 7 years. A controversy over an unpaid bill of or over \$10,000 is to be maintained permanently.

²⁰ For the convenience of departments that purchase unique equipment used in research, requisition may be held for a period of 6 years. It may be necessary to maintain some even longer.

²¹ Record copy subject to State audit.

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Bonds for employees	3 years ²²		
Bids, local, accepted, and rejected	3 years	5 years	Purchasing Business office
State motor vehicle insurance policy	5 years ²³	5 years	Business office
Car pool invoices and trip records	2 years	Invoices 3 years; trip records car life	Car pool
Research project case file, containing proposals, notice of grant awarded, data on agency that awarded the grant, supplements and amendments, statements of purpose of the award, the amount of money of the grant, and pertinent correspondence, and other records about the account	5 years after project is completed	Permanent	Business office Research accounting

Research

Rejected applications for research grants made to the office of the dean of research	3 years ²⁴	3 years	Office of the dean of research
Defense contracts	3 years ²⁵	Permanent	Business office Research accounting
Federal grants and appropriations, correspondence relating to	Permanent ²⁶	Permanent ²⁶	Office of the dean of research
Gifts or grants, research overhead correspondence relating to policy of	Permanent ²⁶	Permanent ²⁶	Office of the dean of research
National Aeronautics and Space Administration quarterly cash requirement reports; shows the amount of the award, money expended this quarter, expenditures, cash received, and cash required	3 years	3 years	Office of research, accountant
National Science Foundation surveys and development of NSF programs, correspondence		Permanent	To be maintained by the department or school responsible for research

²² Retain for 3 years after employee terminates employment.

²³ After expiration.

²⁴ Or longer at the discretion of the department.

²⁵ Destroy 3 years after the project ends or a Federal audit has been taken, whichever period is longer.

²⁶ Subject to weeding by university archivist.

Notice of grant award; shows the approved budget, principal investigator	3 years ²⁷	Permanent	Office of the dean of research
Quarterly reports to Public Health Service	2 years	Permanent	Business office Research accounting
Quarterly reports to the National Science Foundation:			
a. Form no. 1, showing the name of the person who received the grant, number, the amount of the award, the amount expended at the end of previous quarters, expenditures this quarter, total amount expended, expended balance, and the account number	2 years	Permanent	Business office Research accounting
b. Form no. 2, showing the grant number, the amount of the award expended through the last quarter, and the amount expended this quarter	2 years	5 years	Business office
Report of gift, grant, or contract; made out for new grants and giving the name of the individual, the amount of money, pertinent dates, name of the department, overhead rates, and name of the person in charge	2 years after project is completed, 1 year in information office and development office	Permanent	Office of dean of research
Correspondence and cost sharing forms (the grant is awarded in an amount based upon the proposal, of which this correspondence and cost sharing forms are a part; in other words, these forms are a part of the contract)	3 years	Permanent	President's office Dean of research Director, experiment stations Business office Research accounting

Student Personnel Records

Undergraduates who have completed degree work	5 years	Permanent	Registrar's office
Undergraduates who have failed to complete degree work	5 years	Permanent	Registrar's office
MA students who have failed to complete degree work	8 years	Permanent	Registrar's office
MA students who have completed degree work	8 years	Permanent	Registrar's office
Ph. D. candidates who have failed to complete degree work	Permanent	Permanent	Registrar's office

²⁷ After project is complete.

Ph. D. candidates who have completed degree work	Permanent ²⁸	Permanent	Registrar's office
Letters of recommendation for students	5 years ²⁹		
Correspondence—other areas	student 2 years		
Official transcript		Permanent	Registrar's office
Case file dealing with discipline problems	student 4 years	4 years	Dean of students' office

After the general schedule has been established, a copy should be sent to all campus departments, schools, and administrative agencies. The archivist must then handle the records that are unique to various departments and offices on the campus. He can do this by referring to the list of records he prepared during the inventory and comparing it with the general schedule.

A form, "Authorization to Destroy Records," is sent in duplicate to each department referring them to the general schedule and listing individually the records that are unique to that department. The copy should be returned to the records manager's office showing the cubic feet of records destroyed.

The analyst must make a systematic plan for reminding each department of the scheduled, periodic destruction of valueless records or the shipment of noncurrent records of continuing value to the records center.

Since there are a number of records that the university archivist must weed personally, the annual notice should occur at different times through the year for the various departments. By dividing the year into quarters, the records manager can notify a block of departments in the first part of each quarter. A partial listing is shown here:

January–March	Library Council on curriculum and academic policy School of education Financial aid office
April–June	Business office—purchasing School of pharmacy Office of the dean of men
July–September	School of science—department of chemistry Division of physical education—department of men's activities Department of botany and plant pathology
October–December	Division of continuing education Science research institute Department of naval science

²⁸ Subject to weeding of routine material by department or school.

²⁹ Minimum retention.

This procedure gives both the archivist and the departments 3 months in which to act. And since this is one of those jobs that should not be "put off until tomorrow" by the departments, a followup letter should be sent a month later, followed in turn by a personal call if the authorization to destroy records, properly indicating the cubic feet of records actually destroyed, is not returned.

In order to establish a successful program, the archivist must win the support of all administrative heads. Hopefully he will concede minor points on the retention schedule to the administrators, but will, in turn, expect them to agree on the major ones. He must remember that the problem of records control is in his hands. The deans and department heads are concerned with the main purpose of the university—education. This records program is to them only another thing to contend with; so it is up to the University Archivist not to lose his perspective.

Autographic Delight

I wish you could have been here a few days since. We have been placing a story and a half upon the Department building, and of course the old papers in the garret had to be removed. I have just been overhauling them to see what should be retained. Such a chance for autographs never occurred before since the morning stars sang together. I saved a few. Edgar Welles who happened here got quite a lot.

—Letter of William Faxon, Chief Clerk of the U. S. Navy Department, Oct. 27, 1862, to Charles J. Hoadly, in the Hoadly Collection, Connecticut Historical Society. Note: Edgar Welles was the son of Lincoln's Secretary of the Navy, Gideon Welles.