

Michigan State University

Administrative Records

Schedule Title	Correspondence, General
Schedule Description	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.
Schedule Retention	2 years
Disposition	Retain in office for 2 years or as long as it is active, then destroy.
Office of Record	Any

Schedule Title	Correspondence, Official
Schedule Description	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.
Schedule Retention	Retain 2 years in office/ Permanent
Disposition	Retain in office for 2 years, or as long as it is active, then transfer to the archives for permanent retention.
Office of Record	Any

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

Schedule Title	Reference Files (also called Subject Files/Vertical Files)
Schedule Description	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.
Schedule Retention	Retain in office as long as needed, then destroy. It is highly recommended that these files are weeded each year.
Disposition	As needed
Office of Record	Any

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

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

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

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

Schedule Title	MSU Publications
Schedule Description	These are publications created at MSU including pamphlets, brochures, newsletters, magazines, guide-books, bulletins, programs, announcements, videos, web sites, electronic publications (one-time and serial publications), for on-campus and off-campus audiences.
Schedule Retention	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.
Disposition	Permanent
Office of Record	Any

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

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

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

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

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

Schedule Title	Recorded Performances and Events
Schedule Description	There are recorded versions of performances, or events done at MSU or by a MSU unit.
Schedule Retention	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.
Disposition	Permanent
Office of Record	Any