

## UI Official Records Retention Schedule

Official records are: (1) records having the legally recognized and judicially enforceable quality of establishing some fact, policy, or institutional position or decision. (2) the single official copy of a document maintained on file by an administrative unit of the University which is usually, but not always, the original. (3) subject to the records retention requirements included in the Records Management Program and Retention Schedule.

\* Records that may have historical or enduring value should be reviewed by the University Archivist before destruction.

\*\*Confidential: records with information of various sorts that the University receives and holds confidential unless otherwise ordered by a court, by the lawful custodian of the records or by another person duly authorized to release such information. Examples include: student records, medical records, personnel records, etc.

\*\*\*Vital: records with information considered essential for the operations of a department (and/or the University) and includes information that may prevent a department from incurring serious liability or risk, or that would be extremely costly to replace. In the event of a disaster, this information, if destroyed, would make it difficult for a department to conduct normal business activities.

							Updated 01/2017
Official Record Category	Official Record Title	Official Record Description	Administrative Unit Responsible for Establishing Retention Criteria	UI Retention Guideline (5 Years, 10 Years or Permanent)*	Confidential* * (Yes/No)	Vital*** (Yes/No)	Official Files Maintained By (Central Administrative Unit or Local Department)
Administrative Records	Annual Reports	Non-Board of Regent reports documenting departmental/unit/org activities, service levels, outputs, etc. that are required for accreditation or per other state or federal regulations.	Records Management Committee	Permanent	No	Yes	Local Department completing the Annual Report
Administrative Records	Board of Regents Meeting Docket/Agenda Materials and Annual Reports	Required information, annual reports and other reports of secretarial officers (as required by Iowa Code 262.25) provided by the UI to the BOR office for all matters to be brought before the Board. Each institution will prepare its own portion of the agenda and forward same, with all supporting material, to the executive director of the BOR on a schedule provided by the Board Office.	Records Management Committee	10 years	No	Yes	Local Department responsible for submitting the report/materials

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Administrative Records	Departmental policies and related procedures, or policy manuals	Final versions of official policies or required procedures that are not maintained in the UI Operations Manual. Policies and related procedures (internal or external), etc. that are used in the administration and management of the department and should be memorialized.	Records Management Committee	Permanent	No	Yes	Local Department responsible for the policy development and oversight
Administrative Records	Departmental, Unit, Collegiate, Program, Accreditation Reviews & Self Studies	Unit or program reviews conducted as required by UI Operations Manual policy, to allow the University community to examine operations and programs and evaluate how well they function in relation to the University's mission as well as University guidelines, policies, and procedures.	Records Management Committee	Self - study: Until next review. Report and response: Permanent.	No	No	Local Department completing the review
Administrative Records	Long-distance Charges	Documentation of monthly long distance telephone charges.	Telecommunication & Network Services - ITS	5 Years	Yes	No	Telecommunication and Network Services - ITS
Administrative Records	Operations Manual - University of Iowa	Current and prior published versions of the University of Iowa Operations Manual, including organizational charts documenting the governance structures in place at the time of publication.	Records Management Committee	Permanent	No	Yes	University Secretary (Finance and Operations) & UI Archivist

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Administrative Records	Strategic Plan - University of Iowa	University of Iowa Strategic Plan. Individual org, department or unit strategic plans not considered official records unless otherwise required for accreditation or per other federal or state regulations.	Records Management Committee	Permanent	No	Yes	Local Department creating required strategic plan. University Archivist will maintain UI Strategic Plan
Administrative Records	University of Iowa Charter Committee Member Listings	Annual membership listings for UI charter committees which are established in an effort to assure that University-wide services and activities will be carried out in the best interests of education and society.	Records Management Committee	10 Years	No	No	VP Unit responsible for oversight of the committee. (Also retained permanently by UI Archivist due to historical value)