**UWM ARCHIVES**

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| **RECORDS SERIES DESCRIPTION WORKSHEET** |

This form should be used to describe an unscheduled records series. A records series is defined as a group of related records or documents that are normally used and filed as a unit because of some relationship arising out of their creation, receipt, or purpose and that can be evaluated as a unit.

Please complete this form carefully, describing your records in as much detail as possible. When the form is completed, forward it to the Archives. The Records Officer will write a Records Retention Disposition Authorization (RRDA) for the records series described on this form and will pass the RRDA along for approval.

Contact the Archives at x5402 with any questions.

**Records Creator:**

1. Division Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Subdivision/Department Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Contact Person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Records Series:**

6. Records Series Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Other Title by which Records Series is Known:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Year Records Series was first created:\_\_\_\_\_\_\_\_\_\_

Is the records series still being created?\_\_\_\_\_\_\_\_\_\_

If no, what year was the records series discontinued?\_\_\_\_\_\_\_\_\_\_

9. Type of Medium (ie. paper, microform, machine readable, audio recording, etc.):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Filing Arrangement (ie. alphabetical, numeric, chronologic, subject, disarranged; note

all that apply):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Is the Records Series Duplicated Elsewhere?\_\_\_\_\_\_\_\_\_\_

If yes, where? (ie. in the office?, elsewhere on campus? (please specify), at the

system level?) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, which is the official copy?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. Does the Records Series contain Confidential Information, such as:

Social Security Numbers?\_\_\_\_\_\_\_\_\_\_

Information relating to Personnel Matters?\_\_\_\_\_\_\_\_\_\_

Medical Histories or Personal Financial Information?\_\_\_\_\_\_\_\_\_\_

Information regarding the Academic Performance of Individual

Students?\_\_\_\_\_\_\_\_\_\_

If known, cite any Statutes, Codes, or Policies that apply to the Records

Series:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13. Do the Records contain Personally Identifiable Information? (ie. was the records

series created primarily to document information about individuals?)\_\_\_\_\_\_\_\_\_\_\_\_

14. How long is the records series needed for administrative purposes?\_\_\_\_\_\_\_\_\_\_\_\_\_

15. Give a paragraph description of the records series, including the purposes and uses of

the series: