**UWM ARCHIVES**

|  |
| --- |
|  **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: