

GOVERNANCE RECORDS MANAGEMENT

COMMON SCHEDULES

Series	RDA (Functional Schedule)	Retention
Agendas and Minutes (now includes voting materials for committee elections and Executive Committee actions)	UWADM018 (UW Administrative)	Retain 3 years and send to Archives/Sec of U
Subject Records	ADMIN405 (State Administrative)	Retain 5 years after obsolete/superseded and send to Archives/Sec of U
Transitory Records	ADMIN352 (State Administrative)	Destroy when no longer needed
Program Review/Accreditation Files	UWADM024 (UW Administrative)	Retain 11 years after end of cycle and send to Archives
Faculty Tenure File Successful and Unsuccessful	UWHR0802 (UW Human Resources)	Retain 6 years and transfer to Department/School/College (official copy) Retain until tenure review process is completed and destroy confidentially (Executive Committee copy)
Activity and Production Reports	ADMIN354 (State Administrative)	Retain 1 year and destroy
Status Reports	ADMIN355 (State Administrative)	Retain 3 years and send to Archives/Sec of U
Grant Reports	UWRSC035A (UW Research)	Retain for 4 years and send to Archives

GENERAL RECORDS MANAGEMENT PRINCIPLES

- Records should not be destroyed without an appropriate retention schedule and are subject to Public Records Requests
- Personal drafts and notes, duplicates, and non-work-related materials are **not** records and should be destroyed when no longer needed
- Retaining records past the retention period exposes you and your office to risk of data breach
- Electronic Records may serve as the official record and are managed the same as paper records
- Keep track of which records have confidentiality requirements (e.g., personnel/promotion records, student records)

ELECTRONIC RECORDS TIPS

BEST PRACTICES FOR FILE MANAGEMENT

- Include good identifying information in your filenames. (e.g., “**ProgramCommitteeMinutes2021-04-03.docx**”)
- Organize files by project or retention period for easy retrieval and mass disposal.
- Include tags/keywords/subject terms when possible (usually through Properties)
- Set final versions of files to read-only or convert to PDF to keep them safe from editing
- Important files should be stored in multiple places (but be aware of security!)
- Other records in 3rd party apps/services are subject to public records law, so have a plan to produce them if requested.
- Be aware of automatic retention policies for OneDrive/SharePoint/Teams

LONG-TERM ELECTRONIC RECORDS

- OneDrive or network file share is preferred over physical media (USB drive, CD, your PC’s hard drive) for long-term storage. If you must use a physical medium, replace it every 3-5 years.
- Update your files to new software versions/filetypes (e.g., doc -> docx) when new versions are released.
- Send records to the Archives either directly through OneDrive/SharePoint or separated from paper files on physical media.

RESOURCES

- UWM Select Policy 63 (Digitization of Departmental Records): <https://apps.uwm.edu/security/policies/storage/other/SAAP%2013-2.%20Digitization%20of%20Departmental%20Records.pdf>
- UW-System Schedules: <https://www.wisconsin.edu/compliance/landing-page/general-schedules-and-records-management-services/general-records-schedule/>
- More on electronic records (including email): <https://uwm.edu/libraries/archives/records-management/guidelines-laws-and-policies/electronic-records/>
- Other Records Management Guidelines/Laws/Policies: <https://uwm.edu/libraries/archives/records-management/guidelines-laws-and-policies/>
- Identity/Access Services: Preparing for Account Closure: <http://uwm.edu/iam/what-you-need-to-do-to-prepare-for-account-closure/>
- SharePoint online training: <https://uwm.edu/techtraining/online-training/>
- Microsoft Teams locations and retention: <https://kb.uwm.edu/99881>
- Guidelines for using 3rd party cloud computing environments: https://publicrecordsboard.wi.gov/Documents/PRBoard%20Guidance_Cloud_Approved_05042012.pdf

For More Information

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Phone: (414)-229-5402

Website: <https://uwm.edu/libraries/archives/records-management/>