

**Consolidated General Records Disposition Schedule
State Universities Colleges
July 16, 2009
Records to Transfer to the Institutional Archives**

Item	Section	File Name/Type	Description of Records	Disposition **
1-1	Administration	Accession File	Files used to accession materials into the Institutional Archives.	Retain in Office Permanently
1-2	Administration	Finding Aids	Files constructed and used to locate materials in the Institutional Archives	Retain in Office Permanently
1-3	Administration	President's File	Correspondence, memoranda, and announcements pertaining to the President; university policies and procedures; litigation and legal opinions (excluding student); foundations, trusts and gifts; and conferences on and off campus	Retain in office and review on an annual basis. Destroy duplicate and ancillary materials. Transfer substantive materials 5 years old to the Institutional Archives, with authority to weed, for permanent preservation.
1-4	Administration	Governing Board	Correspondence, memoranda, and announcements of the governing board; policies and procedures; litigation and legal opinions (excluding student); foundations, trusts and gifts; and conferences on and off campus. Governing Board is the state office of record.	Retain in office 2 years, then transfer to the University Archives with authority to weed, for permanent preservation
1-5	Administration	Other Administrative Office Files	Correspondence, memoranda, and announcements of all administrative offices and task forces; policies and procedures; litigations and legal opinions (excluding students); foundations, trusts, and gifts; and conferences on and off campus	Retain in office and review on an annual basis. Destroy duplicate and ancillary materials. Transfer substantive materials 5 years old to the Institutional Archives, with authority to weed, for permanent preservation
1-6	Administration	Governing Board - Minutes	Minutes with attendant memos and agendas of governing board. Governing Board is the state office of record	Retain in office 2 years, then transfer to the University Archives with authority to weed, for permanent preservation
1-7	Administration	Governing Board - Reports	All reports generated for and by the governing board. Governing Board is the state office of record	Retain in office 2 years, then transfer to the University Archives with authority to weed, for permanent preservation
1-8	Administration	Committee and Council File	All reports generated for and by councils, organizations, associations and committees	Retain in office 5 years, then transfer to the University Archives with authority to weed, for permanent preservation

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

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1-9	Administration	Policies and Procedures File (Essential Record)	Record copies of University Policy and Procedures Manuals which governs the operations of the University	Transfer 1 copy to the Institutional Archives for permanent preservation and retain 1 copy in office permanently. Transfer any updates to the Policies and Procedures Manual to the Institutional Archives for permanent preservation and retain 1 copy of any updates in the office permanently. If the Institutional Archives is a part of the Administration, transfer copy and any updates to the University Library for permanent preservation
1-10	Administration	Administrative Reports	All reports generated for and by any administrative unit	Retain in office 5 years, then transfer to the University Archives with authority to weed, for permanent preservation
1-11	Administration	Organizations and Associations File	Correspondence, memoranda, and announcements of the organizations and associations; policies and procedures; litigation and legal opinions (excluding student); and conferences on and off campus	Retain in office 5 years, then transfer to the University Archives with authority to weed, for permanent preservation
1-12	Administration	Associations, Organizations, Staff Meetings File	Minutes with attendant memos and agendas of all associations and organizations and all staff meetings	Retain in office 5 years, then transfer to the University Archives with authority to weed, for permanent preservation
1-13	Administration	Councils/Committee - Minutes	Minutes with attendant memos and agendas of all councils and committees	Retain in office 5 years, then transfer to the University Archives with authority to weed, for permanent preservation
1-14	Administration	Litigation File	Records concerning litigations involving the university: petitions, cross petitions and briefs. Office of record is the court in which the case has been filed	Retain in office until 2 years after exhaustion of all legal remedies, then transfer to the Institutional Archives, with authority to weed, for permanent preservation
1-15	Administration	Legal Opinions File	Legal opinions affecting the university	Retain in office 5 years, then transfer to the University Archives for permanent preservation
1-17	Administration	Grants File	Records concerning grants to the university. File may contain administrative documents, reports, regulations, and guidelines, correspondence, audits, and related records, except financial records (for Financial Records see Series 5-11)	Retain in office 5 years after submission of the final expenditure report, or for grants that are renewed annually from the date of the submission of the annual financial status report, then transfer to the Institutional Archives, with authority to weed, for permanent preservation

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1-18	Administration	Publications/Speeches File	Transcripts of all publications and speeches of Governing Board, President, Vice Presidents, other administrators and staff	Retain in office 2 years, then transfer to the University Archives with authority to weed, for permanent preservation
1-24	Administration	Patent Files	Copies of patents and correspondence pertaining to inventions created by individuals at various universities and colleges	Retain in office 2 years, then transfer to the University Archives with authority to weed, for permanent preservation
1-27	Administration	Activity Reports	All reports generated by the institution dealing with the activities of various divisions on the campus	Retain in office until no longer required for administrative purposes, then transfer to the Institutional Archives, with authority to weed, for permanent preservation
1-28	Administration	Enrollment Records	Statistical reports detailing student enrollment at the institution	Retain in office until no longer required for administrative purposes, then transfer to the Institutional Archives, with authority to weed, for permanent preservation
1-29	Administration	Capital Improvement Projects	Agency copies of capital improvement projects containing information to bidders, bid form proposals, bid affidavits, pertinent Senate and House bills, public construction contracts, and Construction Contract Forms for Use by Public Agencies. The file may also contain copies of letters signed by the agency head to be enclosed with contracts and copies of applicable statutes	Retain in office 5 years, then transfer to the University Archives for permanent preservation
1-30	Administration	Organizational Charts	Organizational charts indicating the institution's overall administrative structure	Transfer 1 copy to the Institutional Archives for permanent preservation and retain 1 copy in office permanently.
1-47	Administration	Unpublished Annual or Biennial Reports	Record copy of unpublished annual or biennial reports	Transfer 1 copy to the Institutional Archives for permanent preservation and retain 1 copy in office permanently
1-55	Administration	Faculty Senate Records	Records pertain to meetings of the full Faculty Senate/association and containing agendas, minutes, reports, and other records	Retain in office permanently, or transfer to Institutional Archives for permanent preservation
2	Athletics Department	No Record Transfer to Institutional Archives		
3	Bookstore	No Record Transfer to Institutional Archives		

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Item	Section	File Name/Type	Description of Records	Disposition **
4-1	Curriculum	Master Course File	Listing of courses offered by university	Retain in office until superseded or obsolete, then transfer to the Institutional Archives for permanent preservation
4-2	Curriculum	Scholastic Requirements	Scholastic requirements for admittance to and graduation from a college	Retain in office until 2 years after superseded or obsolete, then transfer to Institutional Archives, with authority to weed, for permanent preservation
4-3	Curriculum	Accreditation File	Departmental accreditation files: correspondence, reports, questionnaires, guides and related documents	Retain in office 5 years, then transfer to the Institutional Archives for permanent preservation
4-7	Curriculum	Curriculum Revision File	Working file used to prepare materials for New Course Proposals and related curriculum changes	Retain in office 2 years after superseded or obsolete, then transfer to the Institutional Archives, with authority to weed, for permanent preservation
4-8	Curriculum	Curriculum Files	Curriculum development files and requirements for college	Retain in office 2 years after superseded or obsolete, then transfer to the Institutional Archives, with authority to weed, for permanent preservation
4-9	Curriculum	Catalogs	Record copy of catalogs published by the University which describe available programs, degree requirements, and courses taught.	Transfer 1 copy to the Institutional Archives for permanent preservation
4-13	Curriculum	Credit and Non Credit Course File	Program Initiation Forms, course registrations, conference lists, copies of purchase orders, and/or letters of authorization	Retain in office until no longer required for administrative purposes, then transfer to Institutional Archives for permanent preservation
5-6 A	Finance Accounting/ Business Affairs	Audit Reports File	Copies of both internal and external audit reports for the various offices of the university that conduct financial transactions. The Governing Board is the state office of record, (Schedule 89-08, Series 1-10 for the Board of Regents of Oklahoma Colleges; Schedule 90-03, Series 1-11 for the Oklahoma State Regents for Higher Education.)	Transfer 1 copy to the Institutional Archives for permanent preservation. Retain other copies in office until no longer required for administrative purposes, then destroy.

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Item	Section	File Name/Type	Description of Records	Disposition **
5-98	Finance Accounting/ Business Affairs	Data Processing, Planning, Development, and Evaluation Records (Record Copy)	File consists of planning, development, and evaluation records relating to selection, including feasibility studies, planning documents, and justification supporting materials; implementation; upgrading, modification, or conversion of systems and equipment; procedures; and manuals pertaining to the acquisition and use of data processing equipment.	Retain in office and transfer records pertaining to individual equipment and programs to the Institutional Archives for permanent preservation 1 year after equipment has been disposed of or program has been discontinued.
6-2	Library	Gift Donors File	Donations of books and manuscripts to the library	Retain in office 5 years, then transfer to the Institutional Archives, with authority to weed, for permanent preservation
6-15	Library	Video Production Records	In-house video production records produced by the college for instructional or promotional use: scripts, proposals, and evaluations of the productions	Retain in office until no longer required for administrative purposes, then transfer to the Institutional Archives, with authority to weed, for permanent preservation
6-16	Library	Videotape Collection	Videotape programs produced by the college for college related matters, both edited programs and camera masters (originals)	Retain in office until no longer required for administrative purposes, then transfer to the Institutional Archives, with authority to weed, for permanent preservation
7-11	Maintenance	Blueprints, Plans and Drawings File (Essential Records)	Blueprint plans and drawings of university buildings and facilities	Retain 1 copy in office and transfer 1 copy to the Institutional Archives for security preservation
8	Medical	No Record Transfer to Institutional Archives		
9-2	Personnel	Inactive Institutional Personnel File (Confidential Record 51 O.S., § 24A.7)	Individual personnel file for faculty and staff. May include application, resume recommendations, personnel actions, job descriptions, correspondence, awards, disciplinary actions, retirement enrollment cards, insurance enrollment cards, yearly goals and objectives, performance evaluations, professional information such as publications, grants and tenure information, and other records relating to an individuals employment history.	For permanent faculty and staff who did not become members of the Oklahoma Teachers Retirement System or another state agency retirement system, transfer files to the Institutional Archives for permanent preservation. For temporary, part time and permanent faculty and staff who did become members of the Oklahoma Teachers Retirement System or another state agency retirement system, destroy files after 5 years.

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Item	Section	File Name/Type	Description of Records	Disposition **
9-18	Personnel	Recruitment File--Policies and Procedures	Records concerning the policies and procedures for recruitment of Presidents, Deans, Faculty, Administrative personnel	Retain in office for 2 years after superseded or obsolete, then transfer to the Institutional Archives for permanent preservation.
9-19	Personnel	Personnel Awards and Honors File	Records concerning College awards and honors received by faculty and staff members. File may include recommendations, approvals, personal reference information and related records.	Transfer 1 copy to Personnel File (Series 9-1) and retain 1 copy in office for 2 years, then transfer to Institutional Archives for permanent preservation.
9-24	Personnel	Faculty and Staff Handbooks	Description of employee benefits and policies and procedures of the institution.	Retain in office until superseded, then transfer 1 copy to the Institutional Archives for permanent preservation.
10-1	Public Relations	News Release File	Master Copy of university news releases	Retain in office 2 years, then transfer to the Institutional Archives for permanent preservation
10-2	Public Relations	Advertisements File	Records concerning advertisements for university or university programs. File may include correspondence, marketing research, surveys, studies, master copies of advertisements, billing information, and related information	Retain in office. Destroy contracts 2 years after expiration provided no legal action is pending. If legal action is pending destroy 2 years after exhaustion of all legal remedies provided records meet all stipulated retention requirements. Destroy accounting records when 5 years old provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. Transfer remaining materials when 5 years old to the Institutional Archives, with authority to weed, for permanent preservation.
10-3	Public Relations	Photographs File	Photographs of university and university related matters, individuals or locations	Retain in office 5 years, then transfer to the Institutional Archives, with authority to weed, for permanent preservation
10-5	Public Relations	History File	Records concerning the history of the university	Retain in office 5 years, then transfer to the Institutional Archives, with authority to weed, for permanent preservation
10-6	Public Relations	Public Relations File	News releases and clippings, cassette recordings of broadcast announcements, and any other public relations materials	Retain in office until no longer needed for administrative purposes, then transfer all items except those defined as state publications by 65 O.S. 3-113.2 to the Institutional Archives, with authority to weed, for permanent preservation
11	Security	No Record Transfer to Institutional Archives		

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12-1	Student Personnel	Student Organization File	Records concerning student organizations at university. File may include constitution, bylaws, minutes of meetings, and other records of any student organization.	Retain constitution, bylaws, and minutes in office 3 years, then transfer to the Institutional Archives, with authority to weed, for permanent preservation. Destroy fiscal records 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. Review remaining records on an annual basis. Destroy duplicate and ancillary records as well as substantive records no longer required for administrative purposes. If legal action is pending, destroy 2 years after the exhaustion of all legal remedies. Review remaining records on an annual basis. Destroy duplicate and ancillary records as well as substantive records no longer required for administrative purposes.
12-9	Student Personnel	Student Surveys File	Completed student surveys. File may include reports summarizing results and conclusions of surveys.	Retain in office 1) year, then destroy surveys and work papers and transfer results and conclusions to the Institutional Archives for permanent preservation.
12-17	Student Personnel	Student Handbooks	Handbook concerning policies and procedures of the institution as they pertain to students, academic calendar, map of institution, etc.	Retain in office until superseded, then transfer 1 copy to the Institutional Archives for permanent preservation.
12-20	Student Personnel	Yearbooks	Copy of college yearbook	Transfer 1 copy to the Institutional Archives for permanent preservation
12-21	Student Personnel	Campus Newspaper	Copy of the college newspaper	Retain in office permanently or transfer to the Institutional Archives for permanent preservation
13-18	Student Records	Student Awards and Honors File	Records concerned with bestowing graduation honors, honor rolls, and awards or other honors.	Transfer 1 copy to individual Student Records File (Series 13-2). Retain 1 copy in office 2 years, then transfer to Institutional Archives for permanent preservation.
13-25	Student Records	Admission to Programs File	File contains information relevant to the requirements for admissions to a program (such as Nursing) where the program may have requirements separate and beyond those of the University.	Retain in office until 2 years after superseded, then transfer to the Institutional Archives for permanent preservation.
14	Hospitality Services	No Record Transfer to Institutional Archives		

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Item	Section	File Name/Type	Description of Records	Disposition **
15-2	Legal Counsel	Court Orders	Court orders issued by judges requiring that certain actions be undertaken by the institution.	Retain in office until 2 years after exhaustion of all legal remedies, then transfer to the Institutional Archives, with authority to weed, for permanent preservation
16	Printing Services	No Record Transfer to Institutional Archives		
17-1	Archives	Records Transfer Authorization	Records Transfer Authorizations used to accession records into the Institutional Archives.	Retain in office permanently
17-2	Archives	Microfilm Identification Declaration	ARC 7, 8, 9, 10, and 12 target forms or their equivalent used in microfilming documents.	Retain in office and destroy upon certification that the microfilm meets all standards established by the Archives and Records Commission.
17-3	Archives	Records Management Coordinator Appointment Form (ARC Form 11)	Copies of forms sent to the Office of Archives and Records of the Oklahoma Department of Libraries listing appointment of institution's Records Management Coordinator and title. The Oklahoma Department of Libraries is the state office of record (Schedule 82-19, Series 7-19).	Retain in office until superseded, then destroy

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