

COLLEGE OF HUMAN MEDICINE,
DEAN'S OFFICE
RECORDS RETENTION SCHEDULE

CREATED JANUARY 2017



MICHIGAN STATE UNIVERSITY

MICHIGAN STATE UNIVERSITY COLLEGE OF HUMAN MEDICINE, DEAN'S OFFICE RECORDS RETENTION SCHEDULE:

University Archives and Historical Collections has developed this retention schedule to document the nature of departmental records created by the university and define the appropriate retention period according to the legal, fiscal, administrative, and historical needs of the university.

The College of Human Medicine, Dean's Office Records Retention Schedule applies to all College of Human Medicine documentation at Michigan State University, regardless of format or media. For additional information regarding electronic records management, please go to the University Archives website at <http://archives.msu.edu/>.

Not all offices may create all the record series listed on the retention schedule. If you are not currently creating records in a series, you do **NOT** need to start creating new records.

If you believe that you have a record that does not fall under a specific record series, please contact University Archives at 5-2330. University Archives will either help you identify which record series applies to your record or will create a new record series. Do not assume that the record can be destroyed; all records reflecting the official activities of university officers and offices are the property of Michigan State University and thus cannot be destroyed without the approval of the director of the Archives.

Please note that all records pertaining to ongoing or pending audits, lawsuits or even reasonably anticipated lawsuits, and public disclosure proceedings may not be destroyed, damaged, or altered until the issue is resolved, and an office or unit has been specifically advised that such records may be destroyed. Any of these conditions supersedes the retention period listed in the records retention schedule.

NON-RECORDS:

According to State of Michigan guidelines, some records used at Michigan State University can be considered non-records. These non-records are not covered by the retention schedule and may be destroyed once they are no longer administratively necessary.

Non-records may include:

- Duplicate copies of documents retained for distribution or convenience
- Miscellaneous notices of memoranda such as "All-Staff" emails, messages on upcoming events, or memos on minor administrative details
- Blank forms
- Unsolicited advertising and product catalogs
- Preliminary drafts of letters, memoranda or reports that do not form significant stages in the preparation of a final document
- Personal messages or correspondence
- Non-university publications, such as manuals, directories, catalogs, newsletters, pamphlets, and periodicals

Please contact University Archives at 517-355-2330 or at archives@msu.edu with any questions regarding non-records.

DESCRIPTION OF TERMS:

Schedule Title: This is the official title of the individual record series.

Schedule Description: This is the official description of the individual record series, usually consisting of a general statement of record function, followed by a description of some of the documents that can be found in that record series.

Schedule Retention: This is the minimum amount of time that the record series must be kept, also known as a retention period. It typically consists of a retention code plus a date range in years.

For example) Schedule Retention: FY+6 (Fiscal Year + 6 years)

The retention code index can be found below.

Retention Code Index:

Retention Code	Retention Period Description
EXP	After Expiration
FY	Fiscal Year
PRM	Permanent

Event Date: This documents the event after which the retention period will be applied. Some retention periods can be applied only after a specific event or date has occurred. For example, contracts should be retained for 6 years after the expiration (or end date) of the contract. Thus, the date of expiration is the event date from which the retention period is measured.

Disposition: This is a statement that describes how long the document must be kept and how it must be destroyed. Many university records contain confidential information, such as social security numbers; thus, University Archives recommends confidential destruction, i.e. shredding, whenever possible to protect personal information. Records on electronic media must be disposed of in accordance with the [Institutional Data Policy](#) and the university's [Best Practices for Disposing of Computers and Storage Devices](#).

Office of Record: This field identifies the office that is responsible for maintaining the official record series. The designated office keeps the record for the entire retention period and then arranges for its destruction once the retention period has passed. Other offices which maintain copies of a record series but are not the office of record may destroy those non-records when they are no longer administratively necessary unless otherwise noted in the schedule.

Data Sourced From: This field identifies the data sources for the record series, including electronic systems where related data may be stored. If there is no relevant data source for the record series, the field will be considered "not applicable".

Notes: This may document additional notes about the retention series, legal citations affecting retention, or university best practices regarding the records.

Series Identifier: This is an Archives generated code used to help identify and track records series. While primarily used internally, offices may refer to the series identifier to distinguish records series if desired.

ADDITIONAL GUIDANCE:

For any questions, concerns, or additional guidance regarding this retention schedule, please contact University Archives at 517-355-2330 or at archives@msu.edu .

Schedule Approved: 1/24/2017

Schedule Draft Revised: 1/9/2017

Michigan State University

CHM, Dean's Office

Schedule Title	Annual Reports, 5 Year Fiscal Plan
Schedule Description	This record series documents the 5 year fiscal plan created by the College of Human Medicine Dean's Office which outlines strategies for the coming years. This plan is shared with the Dean and other relevant administrators. This record series may include, but is not limited to: the 5 year fiscal plan and any related correspondence.
Schedule Retention	FY+6
Event Date	End of Current Fiscal Year
Disposition	Retain for 6 years after the end of the current fiscal year, then proceed with confidential destruction.
Office of Record	College of Human Medicine Dean's Office
Data Sourced From	KFS
Notes	Retention based on University best practices.
Series Identifier	CHM001

Schedule Title	Annual Reports, All Fund Fiscal Summaries
Schedule Description	This record series documents All Fund fiscal summaries created by the offices/departments under the College of Human Medicine and consolidated through the Dean's Office. These summaries are used as supporting documentation for annual reports. This record series may include, but is not limited to: All-Fund fiscal summaries and any related correspondence.
Schedule Retention	FY+6
Event Date	End of Current Fiscal Year
Disposition	Retain for 6 years after the end of the current fiscal year, then proceed with confidential destruction.
Office of Record	College of Human Medicine Department/Office
Data Sourced From	KFS
Notes	Retention based on University best practices.
Series Identifier	CHM002

Schedule Title	Annual Reports, College Roll-Up
Schedule Description	This record series documents the end of year fiscal report generated by the College of Human Medicine Dean's office which consolidates the fiscal summaries of the College's department and units. This report is shared with the Dean and other relevant administrators. This record series may include, but is not limited to: the final College Roll-Up report and any related correspondence.
Schedule Retention	PRM
Event Date	Creation of Final Report
Disposition	Retain permanently. Transfer one copy to the University Archives for permanent retention.
Office of Record	College of Human Medicine Dean's Office
Data Sourced From	KFS; All Fund Summaries
Notes	Retention based on University best practices. The all-fund fiscal summaries are supporting documentation used to create this final report.
Series Identifier	CHM003

Schedule Title	Annual Reports, Curriculum Reports
Schedule Description	This record series documents the end of year annual reports generated by the curriculum committees. This report is shared with the Dean and other relevant administrators. This record series may include, but is not limited to: the final report and any related correspondence.
Schedule Retention	PRM
Event Date	Creation of Final Report
Disposition	Retain permanently. Transfer one copy to the University Archives for permanent retention.
Office of Record	College of Human Medicine
Data Sourced From	Not Applicable
Notes	Retention based on University best practices.
Series Identifier	CHM004

Schedule Title	Annual Reports, Financial Statement
Schedule Description	This record series documents the end of year final financial statement generated by the College of Human Medicine Dean's office. This report is shared with the Dean and other relevant administrators. This record series may include, but is not limited to: the final financial statement and any related correspondence.
Schedule Retention	PRM
Event Date	Creation of Final Statement
Disposition	Retain permanently. Transfer one copy to the University Archives for permanent retention.
Office of Record	College of Human Medicine Dean's Office
Data Sourced From	KFS
Notes	Retention based on University best practices.
Series Identifier	CHM005

Schedule Title	Contracts
Schedule Description	This record series documents contracts specific to the College of Human Medicine and administered by the Dean's Office. This record series does not include contracts related to gifts, endowments, or any contracts/grants managed by the Office of Sponsored Programs and Contracts and Grants Administration. This record series may include, but is not limited to: executed contracts which include wet signatures and any related correspondence, including emails.
Schedule Retention	EXP+6
Event Date	End of Contract
Disposition	Retain for 6 years after end of contract, then proceed with confidential destruction.
Office of Record	College of Human Medicine Dean's Office
Data Sourced From	Not Applicable
Notes	Based on State of Michigan General Schedule 31.104. Office may retain a digital convenience copy in a shared environment for access and reference purposes as long as administratively necessary. This record series excludes contracts related to gifts, endowments, or any contracts/grants managed by the Office of Sponsored Programs and Contracts and Grants Administration.
Series Identifier	CHM006

Schedule Title	Contracts, Endowment and Gifts
Schedule Description	This record series documents contracts specific to the College of Human Medicine and administered by the Dean's Office which relate to the creation of endowments and gifts. This record series excludes any contracts/grants managed by the Office of Sponsored Programs and Contracts and Grants Administration. This record series may include, but is not limited to: executed contracts which include wet signatures and any related correspondence, including emails.
Schedule Retention	EXP+75
Event Date	End of Contract
Disposition	Retain for 75 years after end of contract, then proceed with confidential destruction.
Office of Record	College of Human Medicine Dean's Office
Data Sourced From	Not Applicable
Notes	Based on University best practices. Office may retain a digital convenience copy in a shared environment as long as administratively necessary for access and reference purposes. This record series excludes any contracts/grants managed by the Office of Sponsored Programs and Contracts and Grants Administration.
Series Identifier	CHM007

Schedule Title	Course Syllabi and Curricula
Schedule Description	This record series documents courses taught by the College of Human Medicine. This record series may include, but is not limited to: syllabi, curricula, course presentations, course reading lists, and any relevant correspondence.
Schedule Retention	PRM
Event Date	No Longer Actively Used
Disposition	Transfer to Archives for permanent retention once course material is no longer being actively used.
Office of Record	College of Human Medicine
Data Sourced From	Not Applicable
Notes	Retention based on University best practices. Due to the large size of the university, not all course material is considered to have historical value. University Archives can assist you with determining whether your material is of historical value. If the course material is not considered to be of historical value, please retain the materials for 5 years after active use. Faculty members have the option of transferring course material to the Archives as part of their faculty papers.
Series Identifier	CHM008

Schedule Title	Minutes/Agendas
Schedule Description	This record series documents all official College of Human Medicine meetings, including department committees, faculty meetings, council meetings, and university wide meetings. This typically does not include one-on-one meetings. This record series may contain, but is not limited to: meeting minutes and meeting agendas.
Schedule Retention	PRM
Event Date	Final Creation
Disposition	Transfer one copy to the Archives for permanent retention. Retain one copy in office permanently.
Office of Record	College of Human Medicine
Data Sourced From	Not Applicable
Notes	Retention based on University best practices. Due to the large size of the university, not all meeting material is considered to have historical value. University Archives can assist you with determining whether your material is of historical value. Meeting materials that do not have historical value should be retained for 3 years.
Series Identifier	CHM009

Schedule Title	Policy and Procedure Statements
Schedule Description	This record series documents the official statements issued by the College of Human Medicine which are used as guidelines for conducting university business. This record series may include, but is not limited to: policies, procedures, handbooks, guidelines, and any related correspondence.
Schedule Retention	PRM
Event Date	Creation
Disposition	Transfer one copy to the University Archives for permanent retention upon issue. Retain one copy in office and replace when superseded with an updated version.
Office of Record	College of Human Medicine
Data Sourced From	Not Applicable
Notes	Retention based on University best practices.
Series Identifier	CHM010

Schedule Title	University Publications
Schedule Description	This records series documents the official university publications created by the College of Human Medicine for both on-campus and off-campus audiences. These publications may include, but are not limited to: pamphlets, brochures, newsletters, magazines, guidebooks, bulletins, programs, announcements, videos, web sites, and electronic publications.
Schedule Retention	PRM
Event Date	Final Publication
Disposition	Transfer one copy of the publication to the Archives for permanent retention. Transfer to the Archives may occur on an annual basis. Retain one copy in the office of creation permanently.
Office of Record	College of Human Medicine
Data Sourced From	Not Applicable
Notes	Retention is based on University best practices. The University Archives is capturing most web sites within the msu.edu domain and identified MSU-related external sites. Offices should inform the University Archives before retiring old websites and when creating new websites. Electronic publications may be transferred to the Archives through the ERST tool.
Series Identifier	CHM011