

Administrative General Schedules

* More detailed record descriptions may be found by clicking the MDAH numbers. For general information on state records retention guidelines, please visit [MDAH's Webpage](#). Please contact the Curator or Records Management Specialist with any additional questions.

*Record	Office of Record	Retention	Notes	MDAH #
Accreditation Records	Provost and Senior Vice President for Academic Affairs; Dean's Offices	Transfer one set of compiled materials to University Archives upon completion of accreditation process.		6313
Affiliation Agreements	Office of Origin	Hold 5 years from close or end of agreement, then dispose.	Prior to disposal, contact University Archives for instructions about historically significant records or unique programs.	G161
Agreements for Instruments and Equipment (State Funded)	Purchasing Office or Primary Assigned User	Hold records three (3) years after audit, then dispose.		G131
Agreements for Instruments and Equipment (Federal and Non-State Funded)	Purchasing Office or Primary Assigned User	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.		G132

Annual Reports	Office of Origin	Hold office/department and division/college internal annual reports permanently. Transfer 1 copy to University Archives.		5949
Calendars/Appointment Logs (Non-Executive Officers)	Office of Origin	Hold 1 year from end of FY of creation, then dispose.		G89
Calendars/Appointment Logs (President and Executive Officers)	Office of Origin	Hold 1 year from end of FY then transfer to University Archives.		G33
Closed Meeting Files	Office responsible for meeting or activity	Hold 1 year in current files area, then transfer to University Archives.		G321
Correspondence Logs	Office of Origin	Hold 1 year from end of FY of creation, then dispose.		G89 & G90
Correspondence-Formal	Office of Origin	Transfer inactive records to University Archives at the end of each academic year for permanent retention.	President, Vice Presidents, Deans, Department Heads, Budget Officer, Controller, University Counsel	G33
Correspondence-General	Office of Origin	Hold 3 years from end of FY of creation, then dispose.	Correspondence re: routine operations	G89
Delivery Reports (Shipping and Receiving)	Office of Origin	Hold 1 year from end of FY shipped/delivered, then dispose.		5704

Department Plans and Planning Records	Office originating or approving plan	Send 1 copy to University Archives at plan completion.	Final versions of plans are permanent whether implemented or not.	G321
Disaster Preparedness Plans	Office of Origin	Hold permanently. Forward 1 printed copy of each superseded plan to University Archives.		6072
Equipment Manuals	Office of Asset	Hold 3 years after life of asset, then dispose. Audit must have been released 3 years prior to disposal.		G89 & G90
Event and Conference Files	Office of Origin	Hold 1 year from date of event, then transfer to University Archives.		G388
Executive Orders	Office of Origin	Hold as long as order is in effect, then transfer to University Archives.		G321
Facilities Reservation Logs	Office of Origin	Hold 1 year in from date of creation, then dispose.		5707
Forms History File	Office of Origin	Once form is revised, transfer 1 copy of superseded form to University Archives.		5708
General Office Procedures	Office of Origin	Hold in the current files area one (1) copy of each version permanently. Hold all other copies in the current files area one (1)		G321

		year after superseded, then dispose.		
Job Descriptions	Office of Origin	Hold until superseded plus 3 years, then dispose.	Minimum retention period 3 years	G16
Mail and Telecommunications Listings	Office of Origin	Hold each generation until superseded, then dispose.	Does not apply to Campus Telephone and Email Directory (Administrative Publications-Final Copy)	5710
Meetings, Minutes, and Agendas	Office responsible for meeting or activity	Hold 1 year in office of origin, then transfer to University Archives.	Senior level offices – President, Vice Presidents, Directors and Deans	5822
Mileage Reports	Physical Plant, Motor Pool, Areas with title to USM vehicles.	Hold 3 years after end of FY. Audit must have been released 3 years prior to disposal.		G96
Minors on Campus Documentation	Office of Origin	Hold 3 years after close of program/event, then dispose.		6105
Monthly Department Reports	Office of Origin	Hold 5 years, then dispose.		5948
Monthly Staff Reports	Office of Origin	Hold 1 year, then dispose.		G89

News or Press Releases – Department Copy	Office of Origin	Hold until lapse of administrative need, then dispose.		5714
News or Press Releases – Official Copy	University Communications	Hold permanently. Send 1 copy of every release to University Archives.		5959
Organization Photograph Composite Boards	Office of Origin	Hold permanently.		6071
Organizational Charts	Office of Origin	Annually transfer 1 copy of each approved revision or superseding draft to University Archives.		G321
Photocopier Use Log	Office of Origin	Hold 1 year, then dispose.		5716
Photographs	All offices	Annually transfer identified photographs to University Archives for evaluation for permanent retention.	FERPA requires students give specific releases for the reuse of images if photography is not part of institution's directory information disclosure.	5893
Policies and Procedures	Office of Origin	Hold in current files area 1 year from date of approval and/or distribution, then transfer to University Archives.		G321

Procedures, General Office	Office of Origin	Hold 1 copy of each version permanently. Hold all other copies 1 year after superseded, then dispose.		G321
Publications-Final Copy	Office of Origin	Annually transfer 2 copies to University Archives.		5870
Publications-Production Files-Background Materials	Office of Origin	Hold 1 year, then dispose.	Final publications are permanent. See Publications-Final Copy	5718
Publications-Production Files-Graphics	Office of Origin	Annually transfer to University Archives.		5723
Reciprocal Agreements	All Offices	Hold until no longer applicable, then dispose		G162
Speeches and Papers	Office of Origin	Transfer 2 copies of document to University Archives upon presentation completion.		G338
Strategic Plans	Office of Origin	Annually transfer final plans to University Archives.		G321
Visitor Control Registers	Office of Origin	Hold 3 years after FY of creation, then dispose.		5721
Work Schedules-Assignments	Office of Origin	Hold 1 year after end of FY, then dispose.		5722