



MICHIGAN STATE UNIVERSITY  
**BOARD OF TRUSTEES**  
Executive Action Summary

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**Committee Name:** Academic Affairs

**Date:** September 6, 2024

**Agenda Item:** Revisions to BOT 302, *Retention of Records and Archives*

**Information**

**Review**

**Action**

**Resolution:**

BE IT RESOLVED that the Board of Trustees hereby approves revisions to BOT 302, *Retention of Records and Archives*, as indicated in Attachment A.

**Recommendation:**

The Trustee Committee on Academic Affairs recommends that the Board of Trustees approve the conversion of BOT Policy 302, *Retention of Records and Archives*, to the standard policy template with amendments as indicated in Attachment A.

**Prior Action by BOT:**

Board of Trustees Policy 302 was originally established in November 1969.

**Responsible Officers:**

Marilyn Tarrant, Associate Vice President and Chief Audit, Risk, and Compliance Officer

**Summary:**

The revisions proposed for adoption are as follows:

- Revised title of policy to clarify the policy applies to the University's archives.
- Clarifies scope of records covered by policy are those records created during the course of University business.
- Clarifies role of the Head of the University's Records manager in the Office of Audit, Risk and Compliance and the Head of University Archives, in the MSU libraries, for record destruction or determinations of historical significance.
- The policy has also been put into the standard template approved by the Board at its September 2023 meeting.

**Background Information:**

Board of Trustees Policy 302, *Retention of Records and Archives*, was established in November 1969. The policy has not been substantively revised since that date. The policy provides guidance for the retention and archiving of university records.

**Source of Funds:**

Not applicable.

**Resource Impact:**

Not applicable.



## Board of Trustees Policy

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**POLICY NUMBER: BOT 302**

**POLICY NAME: Retention of Records and University Archives**

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<b>Effective Date:</b>	November 21, 1969
<b>Last Review Date:</b>	September 6, 2024
<b>Next Scheduled Review Date:</b>	September 2029

### I. POLICY STATEMENT

This policy aims to ensure compliance with state and federal regulations as well as record retention best practices in higher education. This policy requires that University records of any format may not be destroyed without approval from both the record creator or maintainer and the University Records Manager.

### II. RESPONSIBLE OFFICE

Office of Audit, Risk and Compliance

### III. SCOPE

This policy applies to all university records.

### IV. DEFINITIONS

**Record Retention:** The methods and practices organizations use to maintain important information for a required period of time for administrative, financial, legal, and historical purposes.

## V. POLICY

~~The Records created, maintained, or received during the course of official University business are the property of Michigan State University. Such property is not to be destroyed without approval of both (a) the officer in charge of the department where the papers are produced or accumulated.~~

The University Archives, a unit within MSU Libraries, shall be the depository for university records which are no longer administratively necessary, but which have historical or other value that preserves the history of the institution. The University Archives may also receive personal papers of officials, faculty, staff, students, alumni, and others. Final determination of materials that hold historic value or other significance will be made by the Head of University Archives.

Restrictions may be placed on the use of confidential records and papers entrusted to the University Archives by the Board of Trustees, administrative officials and other donors.

## IV. PROCEDURES

All University records, regardless of format, cannot be destroyed without approval of both a) the individual responsible for creation or maintenance of the records and b) the University Records Manager.

## VII. RELATED POLICIES AND INFORMATION

MSU Records Management Program:

Records Management

University Archives

MSU Libraries

MSU Records Retention Schedules

## VIII. HISTORY

Enacted: November 21, 1969

Amended: September 6, 2024

*Retired Policy No. 02-12-01*