



Board of Trustees Policy

POLICY NUMBER: BOT 302

POLICY NAME: Retention of Records and University Archives

Effective Date:	November 21, 1969
Last Review Date:	September 6, 2024
Next Scheduled Review Date:	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

Records created, maintained, or received during the course of official University business are the property of Michigan State University.

The University Archives, a unit within the 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 Schedule

VIII. HISTORY

Enacted: November 21, 1969

Amended: September 6, 2024

Retired Policy No. 02-12-01