

ACADEMIC TECHNOLOGIES RECORDS RETENTION SCHEDULE

CREATED MARCH 2015



MICHIGAN STATE UNIVERSITY

MICHIGAN STATE UNIVERSITY ACADEMIC TECHNOLOGIES RECORDS RETENTION SCHEDULE:

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

The Academic Technologies Records Retention Schedule applies to all Academic Technologies documentation at Michigan State University, regardless of format or media type. For additional information regarding electronic records management, please visit 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 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, or 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 documents 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, 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. It typically consists of a retention code plus a date range in years.

For example) Schedule Retention: ACT+2 (Date Last Active + 2 years)

The retention code index for this schedule can be found below.

Retention Code Index:

Retention Code	Retention Period Description
ACT	Active
END	End Date (of Course/Class)

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, course documents are kept for two years after the course has ended. Thus, the date the course ends 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 may contain confidential information, such as social security numbers; thus, University Archives recommends confidential destruction, i.e. shredding, whenever possible to protect personal information.

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.

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

SPECIAL NOTE:

Some D2L courses and community sites may be records of historical value, and therefore declared as university records with permanent retention. These records may include meeting minutes, course syllabi/curriculum, and instruction notes. If you have questions about the retention of your D2L site or believe it includes historical content, please contact the University Archives at archives@msu.edu for assistance. Additional information is available at <http://help.d2l.msu.edu/d2l-retention-policies>.

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: 3/2/2015

Michigan State University

Academic Technologies

Schedule Title	Learning Management Systems Courses
Schedule Description	This record series documents the courses, as defined in the Academic Programs catalog, conducted in MSU's learning management system. These systems may include, but are not limited to: ANGEL, Desire2Learn, StoreMedia, MediaSpace and other platforms not explicitly listed here.
Schedule Retention	END+2
Event Date	Course Ends
Disposition	Retain for 2 years after course ends, then proceed with confidential disposal.
Office of Record	Academic Technologies
Notes	Retention is based on university best practices.

Schedule Title	Learning Management Systems Development Courses
Schedule Description	This record series documents the development of courses in MSU's learning management systems. These systems may include, but are not limited to: ANGEL, Desire2Learn, StoreMedia, MediaSpace and other platforms not explicitly listed here.
Schedule Retention	ACT+2
Event Date	Last Login By User
Disposition	Retain for 2 years after the user last logs in, then proceed with confidential disposal.
Office of Record	Academic Technologies
Notes	Retention is based on university best practices.

Schedule Title	Learning Management Systems Groups/Communities
Schedule Description	This record series documents the groups created and maintained in MSU's learning management systems for both academic and administrative purposes. These systems may include, but are not limited to: ANGEL, Desire2Learn, and other platforms not explicitly listed here.
Schedule Retention	ACT+0/6
Event Date	Last Login by User
Disposition	Retain for 6 months after the last time the user logs in, then proceed with confidential disposal.
Office of Record	Academic Technologies
Notes	Retention is based on university best practices.