



University records may include, but are not limited to, student records, personnel records, financial records, contracts, grant materials, curricula, University publications, committee meeting minutes, memoranda, and correspondence. Records created or received by faculty in administrative

### **III. PROCESS OVERVIEW**

#### **A. Office of Primary Responsibility**

The OPR is the unit that is accountable for the official/master record. Other units may have access to reference or use copies of these records, or even have created the records, but final responsibility for retention and disposition lies with the OPR. Reference or use copies of records may be kept as long as required to serve business purposes, but no longer than the retention period of the official/master record. The OPR will be listed for each record type identified in the University Records Retention Schedule.

#### **B. Disposal of University Records**

Official/master records are not to be destroyed or otherwise disposed of except in accordance with the procedures and records retention schedules established

requirements and design, metadata, and workflow related to University records and University records systems.

## **2. University Personnel**

University personnel, including all University officials such as faculty, visiting faculty, staff, student workers, volunteers and others whose scope of work may include management of records, are entrusted with the day-to-day managem