

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 and University committee capacities are University records.

Records may be physical or digital, and may take the form of email, voice mail, instant messages, paper documents, photographs, video, audio, drawings, or any media that houses a University record.

Items that are not considered records include, but are not limited to, personal correspondence, reference/use copies of University records and non-University publications (magazines, journals).

The Enterprise Risk Management Department will work with units to publish records retention schedules by defining what types of information are considered University records.

2. University Records Retention Schedule

The University Records Retention Schedule will define how long records should be retained, the Office of Primary Responsibility ("OPR") for a record, and the ultimate disposition of the

schedules, and for the general day-to-day operations of the University-wide program.

The Enterprise Risk Management Department provides information, advice, and training to units regarding best practices, standards, systems 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 management of records in their units according to University Records Management Policy and the University Records Retention Schedule.

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