

RECORDS MANAGEMENT POLICY

The Records Management Policy sets forth the policy of Willamette University with regards to the retention and archiving of university records.

1. **PURPOSE:** Records are the evidence of activities of an institution and are vital for maintaining institutional viability. The purpose of the policy is to ensure internal and legal accountability, aid in governance, provide historical perspective, and support informed decision making. The policy allows for the systematic and administrative control of records throughout their life cycle for efficiency and economy in their creation, use, handling, control, maintenance, and disposition.
2. **SCOPE:** The policy applies to all business records of the institution, regardless of format. In addition, records that do not legally or administratively need to be retained permanently but tell the institution's story and shape its history are considered to have historical value and are also subject to this policy.

3. **POLICY STATEMENT:**

3.1 **University ownership:** All records created or used in the course of university business, regardless of format, are considered institutional records, and therefore, are the property of the University.

3.2 **Authority:** The University Archives and Special Collections is designated by the Board of Trustees (May, 2007) as the official repository for institutional records and university primary source materials of historical, cultural, administrative, legal and/or fiscal value. The University Archivist and the Records Manager have the authority to survey all records and make recommendations regarding their disposition and retention. The unit maintains a master record of materials transferred to archives and those disposed of.

3.3 **Responsibility:** Record retention schedules specify which documents in a department are records, the minimum time they should be kept, which materials are to be transferred to Archives for long term preservation, and what happens when they are no longer needed. Schedules, specific to each department, are set and periodically reviewed by the Records Manager and University Counsel. Departments and offices have a responsibility to collect, preserve, and dispose of university records in line with these accepted record retention schedules. The "Office of Record" will in most cases be the office that creates the record and is designated as such through retention schedules.

3.4 **Liability:** To limit the university's legal liability and to most efficiently use resources, duplication of records by departments or offices other than the Office of Record is actively discouraged.

3.5 **Disposition of Records:** Destruction of records is to be done in accordance with retention schedules. All records being destroyed must be accounted for by departmental offices in conjunction with University Archives and Special Collections.

4. Contact: For information, procedures or questions of access to university records, contact University Archives and Special Collections, 2nd floor Hatfield Library, Processing Archivist and Records Manager Ashley Toutain (ext. 6147) or University Archivist Mary McRobinson (ext. 6764).