

Simmons College Archives

Simmons College: Retention Schedule for Administrative Records

January 2012



Simmons College Archives
11/17/2011

ADMINISTRATIVE RECORDS

Meeting Minutes and Agenda

These records document, when appropriate for the matters under consideration, the orders of business and proceedings of meetings held by departments, offices, and other entities.

All departments, offices, and committees should establish and maintain clear internal practices to ensure a single record copy of these records is maintained. All other copies of meeting participants are for their personal reference use only and should be managed appropriately.

	Record Holder	Retention Period	Disposition
Official Copy	Departments and/or Offices; Committee Chair	Permanent	Transfer to College Archives
Unofficial Copy	All others	As needed	Confidential Destruction

Reports

These records include periodic or special reports that document any activity or project.

All departments, offices, and committees should establish and maintain clear internal practices to ensure a single record copy of these records is maintained. All other copies are for employees' personal reference use only and should be managed appropriately.

	Record Holder	Retention Period	Disposition
Official Copy	Departments and/or Offices; Committee Chair	Permanent	Transfer to College Archives
Unofficial Copy	All others	As needed	Confidential Destruction

Policies and Procedures

Policies and procedures document a department, office, program, school, or the entire College's values, rules, activities, and processes.

Most departments and offices produce many copies of policies and procedures. Departments and offices should determine which copy is the official copy and manage it accordingly.

	Record Holder	Retention Period	Disposition
Official Copy	Issuing Departments and Offices	Permanent	Transfer to College Archives
Unofficial Copy	All others	As needed	Confidential Destruction

Project Records

These records document the development and implementation of projects or major events at Simmons.

These records can include a broad assortment of materials that should be managed in accordance with their record type (e.g. financial records, meeting minutes, policy proposals).

	Record Holder	Retention Period	Disposition
Official Copy	Departments and/or Offices; Committee Chair	Permanent	Transfer to College Archives
Unofficial Copy	All others	As needed	Confidential Destruction

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Senior Administration Records

These records document the functions, activities, and decision making practices of senior administrative offices, including the Office of the President, Vice Presidents, and Deans, and may include memoranda, correspondence, policies, and background materials.

	Record Holder	Retention Period	Disposition
Official Copy	Senior Administrative Offices	Permanent	Transfer to College Archives
Unofficial Copy	All others	As needed	Confidential Destruction

Board of Trustee Records

These records document the functions, activities, and decision making practices of the Board of Trustees, and may include meeting agendas and minutes, correspondence, policies, and background materials.

	Record Holder	Retention Period	Disposition
Official Copy	Office of the General Counsel	Permanent	Transfer to College Archives
Unofficial Copy	All others	As needed	Confidential Destruction

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Event Records

These records document events and event planning. These records may include but are not limited to calendars, notes, vendor information and correspondence, event programs and publicity, attendance data, correspondence, and accounts payable records.

	Record Holder	Retention Period	Disposition
Official Copy	Sponsoring Departments and Offices	<i>Event Planning & Program Materials:</i> Permanent <i>Event administration:</i> As needed. <i>Events Calendars:</i> Permanent	<i>Event Planning & Program Materials:</i> Transfer to College Archives <i>Event administration:</i> Confidential Destruction. <i>Events Calendars:</i> Transfer to College Archives
Unofficial Copy	All others	As needed	Confidential Destruction

Institutional Research Records

These records document the collection, interpretation, and dissemination of institutional research, including surveys of faculty, staff, and students. These records may contain

	Record Holder	Retention Period	Disposition
Official Copy	Office of Institutional Research	<i>Collection Tools, Aggregate Data & Reports:</i> Permanent <i>All Other Data:</i> As needed.	Transfer to College Archives Confidential Destruction
Unofficial Copy	All others	As needed	Confidential Destruction