

Simmons College Archives

# Simmons College: Retention Schedule for Research Records

January 2012



Simmons College Archives  
11/17/2011

## MARKETING RECORDS

### Photographic and Audio-Visual Materials

These records document College activities, events, students, faculty, and staff. Still and moving images are typically used for student recruitment, fund-raising, publicity, publications, research, or teaching. Still and moving images include fully identified photographs in print, negative, and slide formats; video recordings; film; and audio recordings in all formats.

Most departments and offices produce many copies of still and moving images. Departments and offices should determine which copy is the official copy and manage it accordingly. All other copies are unofficial copies and should be managed accordingly.

|                        | Record Holder           | Retention Period | Disposition                                |
|------------------------|-------------------------|------------------|--|
| <b>Official Copy</b>   | Departments and Offices | Permanent        | Transfer to College Archives for Appraisal |
| <b>Unofficial Copy</b> | All others              | As needed        | Destruction.                               |

### Publications

These records consist of materials produced by Simmons College for the purposes of publicity, student recruitment, fund-raising, and community engagement. Types of publications may include but are not limited to web publications, catalogs, books, magazines, newsletters, handbooks, yearbooks, directories, brochures, pamphlets, media guides, guidebooks, proceedings, programs, and flyers.

These include both final published materials and supporting records related to the development and production of the piece, such as drafts and earlier versions.

|                        | Record Holder           | Retention Period   | Disposition   |
|------------------------|-------------------------|--|---|
| <b>Official Copy</b>   | Departments and Offices | <i>Final published material:</i> Permanent<br><i>Supporting production materials:</i> As needed. | <i>Final published material:</i> Transfer to College Archives<br><i>Supporting production materials:</i> Destruction. |
| <b>Unofficial Copy</b> | All others              | As needed  | Destruction.  |

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## Presentations and Speeches

These records consist of presentations given by College administration, faculty, and staff to a variety of audiences for informational or promotional purposes and may include text, images, slideshows, or notes.

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

## News Clippings

These records document Simmons College coverage in local and national media.

|                 | Record Holder    | Retention Period | Disposition                  |
|-----------------|------------------|------------------|------------------------------|
| Official Copy   | Marketing Office | Permanent        | Transfer to College Archives |
| Unofficial Copy | All others       | As needed        | Destruction.                 |

## Consent Forms

These records grant the College permission to release, publish, and otherwise use still and moving images of individuals in publications, including viewbooks, promotional materials, and web publications.

|                 | Record Holder    | Retention Period | Disposition                  |
|-----------------|------------------|------------------|------------------------------|
| Official Copy   | Marketing Office | Permanent        | Transfer to College Archives |
| Unofficial Copy | N/A              | N/A              | N/A                          |