

Record Recap

Record Types

Temporary

- Specific amount of time
- General Retention Schedule (GRS)
- University Records Center & Box
- Destroyed

Permanent

Archival or Historical

- Kept confidential per University Archives Policy
- Records Center, then accessioned to Archives
- Ownership transfers from Department to University Archives.
- Box, then a copy is sent to Archives

Not Archival

- Kept permanently in a secure location
- Not sent to University Archives

Record Classifications

Confidential

- Default classification of department records
- Protected against unauthorized use

Highly Confidential

- Often contain PII or PHI
- Never go to University Archives
- Strictest level of protection

Vital

- Critical to function of University or department
- Typically found in large, University-wide systems
- Digitized and backed up