

# Oklahoma State University Records – Transfer to University Archives

## Procedures for Records Transfer

- Place records approved for transfer in file folders with descriptive labels.
- Separate and label confidential materials.
- Replace hanging file folders with traditional flat folders.
- Label each box with your office name, box number (1 of 3, 2 of 3, etc.), the name of the records series, dates covered by the records, and schedule and series number (i.e., "UC GRDS, 5-15").
- Pack records in the order in which they were kept by your office.
- Prepare a list of folder titles for each box and place in the front of Box 1.

Call University Archives at 405-744-6311 so that we may expect your records.

If the volume of your records warrants, call Physical Plant at 405-744-7154 to arrange for transport of your records to Edmon Low Library, Room 204.

You will receive confirmation from the University Archives that your records have been received. At that time you will be given the accession number assigned to your records. This number is used to identify the records should you need access to them.

When the records have been processed and a finding aid has been prepared, you will receive a copy of the finding aid via campus mail. Generally this process takes 6-36 months depending on current receipts.

## Identifying Record Types for Transfer to University Archives\*

General Records for OSU Archives Transfer • Records that document the organization, function, policies, procedures, operations and essential transactions of the unit and friends groups • Official correspondence and memoranda • Committee minutes • Publications and annual or other reports issued by your unit • Photographs (please identify before transferring) • Machine readable records accompanied by printed documentation • Remove CONFIDENTIAL MATERIAL from files and make arrangements for its safe storage (only records that are exempt from the Oklahoma Open Records Act)

**REQUIRED Records You Must Transfer, Guidelines from the STATE of OKLAHOMA ARCHIVES AND RECORDS COMMISSION STATE UNIVERSITIES AND COLLEGES Consolidated General Records Disposition Schedule**

\*July 25, 2019

## **Email Correspondence**

*Electronic mail systems based records accessioned into Institutional Archives must be transferred in a format acceptable by the Institutional Archives.*

# **Administration**

## **1-1 Accession File**

Description: File used to accession materials into the Institutional Archives.

Disposition: Retain in office permanently.

## **1-2 Finding Aids**

Description: Files constructed and used to locate materials in the Institutional Archives.

Disposition: Retain in office permanently.

## **1-3 President's File**

Description: File consists of correspondence, memoranda, and announcements of pertaining to the President; university policies and procedures; litigation and legal opinions (excluding student); foundations, trusts and gifts; and conferences on and off campus.

Disposition: Retain in office and review on an annual basis. Destroy duplicate and ancillary materials. Transfer substantive materials five (5) years old to the Institutional Archives, with authority to weed, for permanent preservation. Amended April 28, 2005

## **1-4 Governing Board**

Description: File consists of correspondence, memoranda, and announcements of the governing board; policies and procedures; litigation and legal opinions (excluding student); foundations, trusts and gifts; and conferences on and off campus. Governing Board is the state office of record.

Disposition: Retain in office two (2) years, then transfer to the Institutional Archives, with authority to weed, for permanent preservation. Amended April 28, 2005

## **1-5 Other Administrative Office Files**

Description: Correspondence, memoranda, and announcements of all administrative offices and task forces; policies and procedures; litigations and legal opinions (excluding students); foundations, trusts, and gifts; and conferences on and off campus.

Disposition: Retain in office and review on an annual basis. Destroy duplicate and ancillary materials. Transfer substantive materials five (5) years old to the Institutional Archives, with authority to weed, for permanent preservation. Amended April 28, 2005

## **1-6 Governing Board--Minutes**

Description: Minutes with attendant memos and agendas of the governing board. Governing Board is the state office of record.

Disposition: Retain in office two (2) years, then transfer to the Institutional Archives, with authority to weed, for permanent preservation. Amended April 15, 1987

## **1-7 Governing Board--Reports**

Description: All reports generated for and by the governing board. Governing Board is the state office of record.

Disposition: Retain in office two (2) years, then transfer to the Institutional Archives, authority to weed, for permanent preservation. Amended April 15, 1987

## **1-8 Committee and Council File**

Description: All reports generated for and by councils, organizations, associations and committees.

Disposition: Retain in office five (5) years, then transfer to the Institutional Archives, with authority to weed, for permanent preservation.

## **1-9 Policies and Procedures File (Essential Record)**

Description: Record copies of University Policies and Procedures Manual which governs the operation of the University.

Disposition: Transfer one (1) copy to the Institutional Archives for permanent preservation and retain one (1) copy in office permanently. Transfer any updates to the Policies and Procedures Manual to the Institutional Archives for permanent preservation and retain one (1) copy of any updates in office permanently. If the Institutional Archives is a part of Administration, transfer copy and any updates to the University Library for permanent preservation. Amended April 13, 1988

## **1-10 Administrative Reports**

Description: All reports generated for and by any administrative unit.

Disposition: Retain in office five (5) years, then transfer to the Institutional Archives, with authority to weed, for permanent preservation.

## **1-11 Organizations and Associations File**

Description: Correspondence, memoranda, and announcements of the organizations and associations; policies and procedures; litigation and legal opinions (excluding student); and conferences on and off campus.

Disposition: Retain in office five (5) years, then transfer to the Institutional Archives, with authority to weed, for permanent preservation. Amended April 28, 2005

## **1-12 Associations, Organizations, Staff Meetings File**

Description: Minutes with attendant memos and agenda of all associations and organizations and all staff meetings.

Disposition: Retain in office five (5) years, then transfer to the Institutional Archives, with authority to weed, for permanent preservation.

## **1-13 Councils/Committees--Minutes**

Description: Minutes with attendant memos and agendas of all councils and committees.

Disposition: Retain in office five (5) years, then transfer to the Institutional Archives, with authority to weed, for permanent preservation.

## **1-14 Litigation File**

Description: Records concerning litigations involving the university. File may include copies of petitions, cross petitions and briefs. Office of record is the court in which the case has been filed.

Disposition: Retain in office until two (2) years after exhaustion of all legal remedies, then transfer to the Institutional Archives, with authority to weed, for permanent preservation.

## **1-15 Legal Opinions File**

Description: Legal opinions affecting the university.

Disposition: Retain in office five (5) years, then transfer to the Institutional Archives for permanent preservation.

## **1-16 Grant Proposals File**

Description: Proposals submitted to various granting institutions.

Disposition: Transfer successful proposals to Grant File (Series 1-17). Retain unsuccessful proposals until no longer required for administrative purposes, then destroy.

## **1-17 Grants File**

Description: Records concerning grants to the University. File may contain administrative documents, reports, regulations and guidelines, correspondence, audits, and related records, except financial records. (For Financial records see Series 5-11.)

Disposition: Retain in office until five (5) years after submission of the final expenditure report, or for grants that are renewed annually from the date of the submission of the annual financial status report, then transfer to the Institutional Archives, with authority to weed, for permanent preservation.

## **1-18 Publications/Speeches File**

Description: Transcripts of all publications and speeches of Governing Board, President, Vice Presidents, other administrators, and staff.

Disposition: Retain in office two (2) years, then transfer to Institutional Archives, with authority to weed, for permanent preservation.

## **1-24 Patent Files**

Description: Files consist of copies of patents and correspondence pertaining to inventions created by individuals at various universities and colleges.

Disposition: Retain in office two (2) years, then transfer to the Institutional Archives for permanent preservation. Added April 13, 1988

## **1-27 Activity Reports**

Description: All reports generated by the institution dealing with the activities of various divisions on the campus.

Disposition: Retain in office until no longer required for administrative purposes, then transfer to the Institutional Archives, with authority to weed, for permanent preservation. Added April 12, 1989

## **1-28 Enrollment Reports**

Description: Statistical reports detailing student enrollment at the institution.

Disposition: Retain in office until no longer required for administrative purposes, then transfer to the Institutional Archives, with authority to weed, for permanent preservation. Added April 12, 1989

## **1-29 Capital Improvement Projects**

Description: Agency copies of capital improvement projects containing information to bidders, bid form proposals, bid affidavits, pertinent Senate and House bills, public construction contracts, and Construction Contract Forms for Use by Public Agencies. The file may also contain copies of letters signed by the agency head to be enclosed with contracts and copies of applicable statutes.

Disposition: Retain in office five (5) years, then transfer to the Institutional Archives for permanent preservation. Added October 11, 1989

## **1-30 Organizational Charts**

Description: Organizational charts indicating the institution's overall administrative structure.

Disposition: Transfer one (1) copy to the University Archives for permanent preservation and retain one (1) copy in office permanently. Amended April 28, 2005

## **1-55 Faculty Senate Records**

Description: Records pertain to meetings of the full Faculty Senate/association and contain agendas, minutes, reports, and other records.

Disposition: Retain in office permanently, or transfer to Institutional Archives for permanent preservation. Added January 17, 2001

# Curriculum

## 4-1 Master Course File

Description: Listing of courses offered by university.

Disposition: Retain in office until superseded or obsolete, then transfer to the Institutional Archives for permanent preservation.

## 4-2 Scholastic Requirements

Description: Files concerning scholastic requirements for admittance to and graduation from a College.

Disposition: Retain in office until two (2) years after superseded or obsolete, then transfer to Institutional Archives, with authority to weed, for permanent preservation.

## 4-3 Accreditation File

Description: Records concerning departmental accreditation. File may include correspondence, reports, questionnaires, guides, and related documents.

Disposition: Retain in office five (5) years, then transfer to Institutional Archives for permanent preservation.

## 4-7 Curriculum Revision File

Description: Working file used to prepare materials for New Course Proposals and related curriculum changes.

Disposition: Retain in office until two (2) years after superseded or obsolete, then transfer to the Institutional Archives, with authority to weed, for permanent preservation. Amended April 13, 1988

## 4-8 Curriculum Files

Description: Files concerning development of curriculum and requirements for college.

Disposition: Retain in office until two (2) years after superseded or obsolete, then transfer to Institutional Archives, with authority to weed, for permanent preservation.

## 4-9 Catalogs

Description: Record copy of catalogs published by the University which describe available programs, degree requirements, and courses taught.

Disposition: Transfer one (1) copy to the Institutional Archives for permanent preservation.

## 4-13 Credit and Non Credit Course File

Description: File containing Program Initiation Forms, course registrations, conference lists, copies of purchase orders and/or letters of authorization.

Disposition: Retain in office until no longer required for administrative purposes, then transfer to the Institutional Archives for permanent preservation. Amended January 22, 2004

## **Finance and Accounting/Business Affairs**

### **5-6A Audit Reports File**

Description: Copies of both internal and external audit reports for the various offices of the university that conduct financial transactions. The Governing Board is the state office of record, (Schedule 89-08, Series 1-10 for the Board of Regents of Oklahoma Colleges; Schedule 90-03, Series 1-11 for the Oklahoma State Regents for Higher Education.)

Disposition: Transfer one (1) copy to the Institutional Archives for permanent preservation. Retain other copies in office until no longer required for administrative purposes, then destroy. Amended April 13, 1988

### **5-98 Data Processing, Planning, Development, and Evaluation Records (Record copy)**

Description: File consists of planning, development, and evaluation records relating to selection, including feasibility studies, planning documents, and justification supporting materials; implementation; upgrading, modification, or conversion of systems and equipment; procedures; and manuals pertaining to the acquisition and use of data processing equipment.

Disposition: Retain in office and transfer records pertaining to individual equipment and programs to the Institutional Archives for permanent preservation one (1) year after equipment has been disposed of or program has been discontinued. Added January 12, 2000

## **Library**

### **6-2 Gift Donors File**

Description: Records concerning the donation of books and manuscripts to Library.

Disposition: Retain in office five (5) years, then transfer to the Institutional Archives, with authority to weed, for permanent preservation.

### **6-15 Video Production Records**

Description: Records of inhouse video productions produced by the college for instructional or promotional use. Files contain scripts, proposals, and evaluations of the productions.

Disposition: Retain in office until no longer required for administrative purposes, then transfer to the Institutional Archives, with authority to weed, for permanent preservation. Added January 18, 1989

### **6-16 Videotape Collection**

Description: Videotape programs produced by the college for college related matters, both edited programs and camera masters (originals).

Disposition: Retain in office until no longer required for administrative purposes, then transfer to the Institutional Archives, with authority to weed, for permanent preservation. Added January 18, 1989

## **Maintenance**

### **7-11 Blueprints, Plans, and Drawings File (Essential Record)**

Description: Blueprints plans and drawing of university buildings and facilities.

Disposition: Retain one (1) copy in office and transfer one (1) copy to Institutional Archives for security preservation.

## **Personnel**

### **9-2 Inactive Institutional Personnel File Confidential Record 51 O.S., §24A.7**

Description: Same information as in Series 9-1.

Disposition: For permanent faculty and staff who did not become members of the Oklahoma Teachers Retirement System or another state agency retirement system, transfer files to the Institutional Archives for permanent preservation. For temporary, part time and permanent faculty and staff who did become members of the Oklahoma Teachers Retirement System or another state agency retirement system, destroy files after five (5) years. Amended April 12, 2000

### **9-18 Recruitment File--Policies and Procedures**

Description: Records concerning the policies and procedures for recruitment of Presidents, Deans, Faculty, and Administrative personnel.

Disposition: Retain in office for two (2) years after superseded or obsolete, then transfer to the Institutional Archives for permanent preservation.

### **9-19 Personnel Awards and Honors File**

Description: Records concerning College awards and honors received by faculty and staff members. File may include recommendations, approvals, personal reference information and relate records.

Disposition: Transfer one (1) copy to Personnel File (Series 9-1) and retain one (1) copy in office for two (2) years, then transfer to Institutional Archives for permanent preservation. Amended April 12, 2000

## **9-24 Faculty and Staff Handbook**

Description: Description of employee benefits and policies and procedures of the institution.

Disposition: Retain in office until superseded, then transfer one (1) copy to the Institutional Archives for permanent preservation. Amended April 13, 1988

# **Public Relations**

## **10-1 News Releases File**

Description: Master copy of university news releases.

Disposition: Retain in office two (2) years, then transfer to the Institutional Archives for permanent preservation.

## **10-2 Advertisements File**

Description: Records concerning advertisements for university or university programs. File may include correspondence, marketing research, surveys, studies, master copies of advertisements, billing information and related information.

Disposition: Retain in office. Destroy contracts two (2) years after expiration provided no legal action is pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements. Destroy accounting records when five (5) years old provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after the exhaustion of all legal remedies provided records meet all stipulated retention requirements. Transfer remaining materials when five (5) years old to the Institutional Archives, with authority to weed, for permanent preservation. Language Correction April 15, 1987

## **10-3 Photographs File**

Description: Photographs of university and university related matters, individuals, or locations.

Disposition: Retain in office five (5) years, then transfer to the Institutional Archives, with authority to weed, for permanent preservation.

## **10-5 History File**

Description: Records concerning the history of the university.

Disposition: Retain in office five (5) years, then transfer to the Institutional Archives, with authority to weed, for permanent preservation.

## **10-6 Public Relations File**

Description: File consists of copies of news releases and clippings, cassette recordings of broadcast announcements, and any other public relations materials.

Disposition: Retain in office until no longer required for administrative purposes, then transfer all items except those defined as state publications by 65 O.S. 3113.2 to the Institutional Archives, with authority to weed, for permanent preservation. Amended April 16, 2009

## **10-7 Talent Releases**

Description: File includes talent release forms and information related to rights and permissions to use photographs, motion pictures, and voice recordings in institutional publications.

Disposition: Retain in office five (5) years, then transfer to the Institutional Archives, with authority to weed, for permanent preservation. Added to schedule, October 16, 2014

# **Student Personnel**

## **12-1 Student Organization File**

Description: Records concerning student organizations at university. File may include constitution, bylaws, minutes of meetings, and other records of any student organization.

Disposition: Retain constitution, bylaws, and minutes in office three (3) years, then transfer to the Institutional Archives, with authority to weed, for permanent preservation. Destroy fiscal records one (1) year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after the exhaustion of all legal remedies. Review remaining records on an annual basis. Destroy duplicate and ancillary records as well as substantive records no longer needed for administrative purposes.

## **12-9 Student Surveys File**

Description: Completed student surveys. File may include reports summarizing results and conclusions of surveys.

Disposition: Retain in office one (1) year, then destroy surveys and work papers and transfer results and conclusions to the Institutional Archives for permanent preservation.

## **12-17 Student Handbooks**

Description: Handbook concerning policies and procedures of the institution as they pertain to students, academic calendar, map of institution, etc.

Disposition: Retain in office until superseded, then transfer one (1) copy to the Institutional Archives for permanent preservation. Added April 13, 1988

## **12-20 Yearbooks**

Description: Copy of the college yearbook.

Disposition: Transfer one (1) copy to the Institutional Archives for permanent preservation. Added January 18, 1989

## **12-21 Campus Newspaper**

Description: Copy of the college newspaper.

Disposition: Retain in office permanently or transfer to the Institutional Archives for permanent preservation. Amended April 12, 2000

## **Student Records**

### **13-18 Student Awards and Honors File**

Description: Records concerned with bestowing graduation honors, honor rolls, and awards or other honors.

Disposition: Transfer one (1) copy to individual Student Records File (Series 13-2). Retain one (1) copy in office two (2) years, then transfer to Institutional Archives for permanent preservation.

### **13-25 Admission to Program File**

Description: File contains information relevant to the requirements for admissions to a program (such as Nursing) where the program may have requirements separate and beyond those of the University.

Disposition: Retain in office until two (2) years after superseded, then transfer to the Institutional Archives for permanent preservation.

## **Legal Counsel**

### **15-2 Court Orders**

Description: Court orders issued by judges requiring that certain actions be undertaken by the institution.

Disposition: Retain in office until two (2) years after exhaustion of all legal remedies, then transfer to the Institutional Archives, with authority to weed for permanent preservation.

Added January 12, 2000

## **Archives**

### **17-1 Records Transfer Authorizations**

Description: Records Transfer Authorizations used to accession records into the Institutional Archives.

Disposition: Retain in office permanently. Added July 13, 1994