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to destroy them after an agreed upon period may take the form of written records disposition schedules or other written agreements between the Archivists and the administrative officers, department heads, or committee chairs responsible for the custody of these records during their active life.

Records related to federal awards will be subject to record retention and destruction requirements as detailed in the Unif statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure

5. The University Archives, under the direction of the University Archivist, is the repository for non-current institutional records having enduring and significant historical or research value. Two copies of every publication issued by the University or by any of its agencies should be forwarded to the archives. The Archives also solicits and accepts donations of records of student organizations,

Non-record Materials

The following specific types of materials are designated as non-record materials and may be disposed of by offices as soon as they have served their intended purpose.

1. Extra copies of documents retained only for convenience of reference, such as "information" or "follow up" copies of correspondence; extra copies of materials of which official copies have been retained within the agency for purpose of record. Duplicates need to be weeded annually.
2. Supplies of superseded, outdated, or otherwise valueless publications, forms and printed documents. (Two copies of each publication should be filed with the Archives at the first issue.)
3. Preliminary drafts of letters, memoranda, reports, worksheets and internal notes which do not represent significant basic steps in the preparation of record documents.
4. Letters of transmittal which do not add any information to the transmitted material and other types of routine correspondence that do not show any significant activity of the administrative unit or department.
5. Shorthand notes, rough notes, and mechanical recordings that have been transcribed into typewritten or printed form.
6. Miscellaneous notices or memoranda which do not relate to the functional responsibility of the office; i.e., notices of community affairs, employee meetings, holidays, etc.

Policy for Access to and Use of Records in this Retention Policy

Overview

The University Archives are operated year round. Public research hours are posted on the website and in the library. Other times are available by appointment.

General Rules

1. Patrons using the collections in the archives must observe all instructions *[insert link to form]* for the use of archival material.
2. Access to restricted records will be limited to authorized individuals only.
3. For the protection of its collections, the Archives reserves the right to restrict the use of materials which are not processed, materials of exceptional value, and fragile materials.
4. Failure to observe the rules will result in forfeiture of the privilege of using the Archives.

External Access

Non-Illinois Wesleyan University users will have the same access to materials with the exception of University records that have been closed to the public. Access to these materials may be granted with the written permission of the head of the unit governing the records.

Internal Access

Records that are protected by law are only accessible to the originating department or by special permission of the President. These include all forms of personnel records.

Generally, the records of the University are available to any staff member who needs access in the course of their official duties. Widely distributed documents, such as Faculty Meeting minutes are easily accessible without question. However, in the event a staff person were asking for something that did not fit his or her role in the institution, and it was a document that had confidential content, contact would be made with the originating department.

The only records staff can borrow are the ones their office created. Any department may call for records they created. These records can either be duplicated for their continued use, or the original file can be temporarily borrowed or permanently de-accessioned and returned to the department. However, any department needing access to project files they did not create can only view them in person. Original files will not be lent out for use to non-originating departments.

Illinois Wesleyan University Confidential Destruction Policy

Confidential materials that have reached the end of their use to the University (according to the records retention schedule listed above) shall be transferred to the archives for destruction. If your records need to be destroyed according to the retention schedule:

Make an inventory including the destruction cycle (i.e. the records are held for 7 years and then destroyed). Please specify the types of records and why they are eligible for destruction.

Materials may include staples or paper clips, but no binder clips

Contact the Archives at x1538.

Contact PHYSICAL PLANT to have the records sent to the archives.

Records will be staged in a secure location at the archives and then sent to Iron Mountain Secure Shredding in Bloomington for confidential destruction at regular intervals.

The decision to destroy or retain University records requires the approval of the University Archivist. The Archivist shall withhold the approval for the destruction of records until satisfied that the records involved need not be retained for legal or accounting reasons, as determined by appropriate officers.

Approval either to transfer inactive institutional records to the Archives or to destroy them after an agreed upon period may take the form of written records disposition schedules or other written agreements between the Archivist and the administrative officers, department heads, or committee chairs responsible for the custody of these records during their active life.

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