What is a Record?

**PRESERVATION ISSUES**

- Was the material filed, stored or otherwise systematically maintained by the University?
- Was the material created or received in the conduct of University business?
- Was the material mandated by statute or regulation?
- Does the material support a financial or legal claim or business decision?
- Is the material required to operate University programs or provide program support functions?
- Was the material created or received in the conduct of University business?
- Was the material mandated by statute or regulation?

**VALUE**

- Does the material contain administrative, fiscal or legal value?
- Does the document assist in supporting or justifying decisions or actions?
- Does the material have historical, informational or evidential value?
- Does the material protect University and individual rights and interests (financial, legal and other)?
- Does the material support operating procedures or policy process?
- Does the material document: University actions? Formulation of policies/decisions? University directives or official actions? Boards, committees or meetings?

**PURPOSE**

- Did your dept. comment or take action?
- Is your department the custodian or creator?
- Is retention of this version of the record necessary to support the decision trail of your comment or action?
- Supporting materials sufficient to document and/or explain the document trail/decision making process for administrative, legal, final, programmatic and historical purposes.

**RECORDS**

Examples of RECORDS include:
- Decision papers
- Letters
- Contracts
- Messages regarding public information

**NON-RECORDS**

Materials that do not contribute to an understanding of University operations or decision-making processes
- Materials that have no substantial intermediate or long term value
- Extra copies of official record documents retained elsewhere that serve as:
  - Convenience copies kept solely for ease of access or reference
  - Information/Reference copies sent to individuals or offices interested in, but not acting on, a matter
  - Technical reference documents needed for general information,
- Personal Documents or Files
- Pamphlets, brochures from outside your department

*Note: Records may be originals or copies.*