Records Management Basics

University Archives and Area Research Center
[and Records Management]
University of Wisconsin-River Falls
Records and Information

- Whatever your job, you create, use, and store records and information. Records/information is:
  - One of our most important tools
  - One of our greatest needs
  - And therefore an institutional asset
- **Records management** is a set of tools and guidelines that ensure you know:
  - what records you have and where they are located
  - what records to keep and how long to keep them
  - how to properly protect the information the records contain
  - how to dispose of records when you no longer need them.
What is a Record?

- Records include papers, correspondence, books, maps, photographs, machine-readable materials, or other documentary materials, *regardless of physical form*;
- made or received by the university in connection with the *transaction of public business*;
- and preserved as *evidence* of the organization, functions, policies, decisions, procedures, operations or other *activities of the university*;
- or because of the *information value* of the data in them.
What is a Record?

- Records are the organization's *documentary heritage* that provides evidence of the transactions, decisions, and events that may need to be proven or referenced over the medium or long term.
- An *authentic record* is the correct version, by the designated author, held in the correct department, for the correct amount of time.
- As such, records are an important *corporate asset*. 
Quiz!

- Which two most accurately define a “record”?
  a. Any piece of information I create
  b. Paper document or print-out of an e-mail
  c. Any document or set of documents that record a business transaction or decision
  d. Information held in a database
  e. A corporate asset of the university

- How long should you keep your records?
  a. 7 years
  b. Until I no longer need them for my work
  c. When my filing cabinets are full
  d. It depends on what type of record it is and whether I created it
What is Records Management?

- **Classic definition:**
  - Providing the right information to the right person in the right time and the right format to enable one to fulfill their task, function, job, etc.

- **Life cycle definition:**
  - Systematic administration of records and documented information for its entire life cycle (birth: creation/receipt, life: maintenance and use, death: and disposition).

- **Federal government’s definition:**
  - Planning, controlling, directing, organizing, training, promoting, and other managerial activities involved in records creation, maintenance and use, and disposition in order to achieve adequate and proper documentation of the policies and transactions of the federal government.
Life Cycle

- Create/Receive
  - Create and record accurate and complete information
- Use and File
- Retain/Store
  - When records are no longer needed for everyday work, they should be kept and managed until they meet their retention
- Appraise/Schedule
  - Can the record eventually be destroyed, or should it be preserved?
  - Develop a retention schedule
- Dispose
  - Preserve (archives) or destroy
  - Is confidential destruction required or not?

RECORDS LIFE CYCLE

CREATE OR RECEIVE
USE AND FILE
TRANSFER AND STORE
DISPOSE
PREVENT (ARCHIVES)
DESTROY
Aspects of Records Management

- Files management - Use and File
- Information retrieval - Use and File
- Forms and reports management - Use and File
- Correspondence management - Use and File
- Electronic records management - All of them!
- Inactive records storage - Retain/Store
- Digital imaging (or microfilming) - Retain/Store
- Records retention schedules - Appraise
- Vital records protection - Appraise
- Historical documentation - Dispose (archives)
Quiz!

- Who is responsible for managing university records?
  a. Records managers and archivists
  b. Administrators
  c. Administrative assistants and clerical staff
  d. All university staff

- True or false: The university has sole responsibility for deciding which records can be kept or disposed of?  
  D. False

- True or false: The university must balance its business requirements with legal obligations when deciding which records to keep or dispose of?  
  C. True
Quiz!

- An inactive record is:
  - A record that is no longer used for ongoing business purposes ✓
  - A record that has just been created
  - A record that is used on a regular basis
- Which statement is most accurate?
  - All records should be destroyed when they become inactive ✓
  - Some records have archival value and should be kept permanently ✓
  - All records should be kept permanently
- What is appraisal?
  - Process of removing personal information from a record
  - Process of ensuring that records are held securely
  - Process of deciding if a record should be preserved or destroyed ✓
- True or false: Records can be stored in many different formats? true
Policies and Guidelines

- Who has the authority to tell us what to do?
  - The State of Wisconsin
    - Laws
    - Policies
    - Guidelines
      - Example: Guidance on ADM 12, Electronic Records Management
      - Public Records Board (PRB)
  - The University of Wisconsin System
    - Board of Regents: Policy 3-2 - Records Management
  - UW-River Falls
    - Administrative policy AP-01-201 - Records Management
- Links available on UWRF Records Management page on Policies and Guidelines:
  http://www.uwrf.edu/AreaResearchCenter/RecordsManagement/Index.cfm
Policies and Guidelines

- Plus lots of laws, some of which may affect you
  - Civil evidence laws
  - Copyright, designs, patents laws
  - Data protection laws (personal information)
  - Discrimination laws (race, sex, disability, etc.)
  - Electronic communications laws
  - Financial laws
  - Freedom of Information
  - Health and safety laws
  - Public records laws
  - Etc.
Records Retention Schedules

- A retention schedule sets out the periods of time (varying from a few months to permanent) that all types of records should be maintained by the university.
- This is usually determined by business requirements; statute, legal or regulatory compliance; or where these do not apply, by a best assessment of risks involved in destruction against the costs of retention.
- It should also list the disposal action to take for each type of record and may reference the basis for each retention period.
Records Retention Schedules

- Good reasons to keep selected records:
  - to document business activities and decisions
  - to ensure a long-term corporate memory
  - to comply with legal requirements
  - to protect against litigation
  - to support decision making
  - to improve performance
Records Retention Schedules

- Reasons why some records may be destroyed:
  - it costs the university money to store records indefinitely
  - it takes up costly staff time to locate records that are rarely if ever used
  - records take up valuable office space
  - there are legal requirements for certain types of information to be destroyed
  - there is no longer an administrative or business requirement to keep the records
  - risk management (both legal and physical).
Records Retention Schedules

- All university employees are responsible for the management and retention of their records according to approved Records Retention Schedules.
- Employees of the State cannot *legally* destroy records—including hitting the delete button—if those records are not on an approved records retention schedule.
- Records schedules tell offices throughout the state of Wisconsin how long to keep their records (called the retention period), and what to do with those records once that time has passed, generally either disposing of the records or transferring them.
Quiz!

- A retention schedule is:
  - A list of all record types and how long to keep them for
  - A list of files that are vital to the operation of the university
  - A list of records that have recently been destroyed by the university

- Which is the most appropriate way to manage records?
  - Retain all records permanently
  - Destroy records when filing cabinets are full
  - Follow an approved retention schedule

- Which is a valid reason for keeping records after you no longer use them on a regular basis?
  - “Just in case”
  - To document business activities and decisions

- We haven’t decided what is safe to throw away
Records Retention Schedules

How Do We Decide What to Keep?

- A helpful way to appraise records is to prioritize them as follows:
  - Vital records, that are essential to the continued operation of the university and are irreplaceable, and so need particular care and protection; some of these may also be permanently active
  - Important records, that are important to the continued operation of the university but which are replaceable - but only at considerable expense
  - Useful records, whose loss would temporarily inconvenience the university's operations but which are replaceable
  - Non-essential records, that have no current value and can be destroyed
How Do We Decide What to Keep?

- There is a useful further distinction between official records and copies.
  - Copies are usually kept temporarily for the sake of convenience, but are not the official record.
  - Copies often quickly outlive their usefulness and clutter up filing cabinets and hard disks. They may even outlive the official record, if it has been destroyed according to the records schedule.
  - Records retention schedules often define the office of record, so that you know who is responsible for the official record.
In Wisconsin state government there are 2 kinds:
- General Records Schedules (GRSs)
  - State of Wisconsin GRSs
  - UW System GRSs
- Records Disposition Authority (RDAs)
  - These are totally local for each campus
  - Sunset after 10 years and need to be renewed
Records Retention Schedules

- State of Wisconsin GRSs
- Find them on the Public Records Board’s website:
Records Retention Schedules

- UW System GRSs
  - Find them on the UW System General Counsel’s website:
    - https://www.wisconsin.edu/general-counsel/general-schedules-and-records-management-services/
Records Retention Schedules

- Find a quick link to both on the UWRF Records Management web page:

  http://www.uwrf.edu/RecordsManagement/Index.cfm
  (or look for “Records Management” in A-Z)
Records Retention Schedules

• Don’t know what schedule to look for? Search across all of the UW System schedules on the UWRF Records Management website:

  https://www.uwrf.edu/RecordsManagement/recordsretentionschedule/Index.cfm
Records Retention Schedules

- Let’s look at a State GRS

General Records Schedule
Fiscal and Accounting Related Records

June 2006

Functional Areas:

I. Fiscal Administration Records
II. Internal Control Records
III. Payments and Receipts (all sources except capital items)
IV. Consolidated Federal Funds Requests
V. State Banking and Cash Management Related Records
VI. Collection Related Records
VII. Capital Improvement and State Building Commission Projects Accounting Records
VIII. Accounting Reports-WISMArt and Agency Accounting Systems
IX. Payroll Fiscal Records
X. Capital Asset Inventory and Surplus Property Records

Appendix 1 Index of Accounting and Fiscal Related Forms By Associated Retention Schedule

Appendix 2 Index of WISMArt Reports

Appendix 3 Summary of Approved Statewide General Schedules

Appendix 4 Fiscal and Accounting General Schedule Record Series Summary Information

Appendix 5 Agency Agreement to Use General Schedule New Policies and Procedures

Appendix 6 Form for Notification of General Schedule Adoption

Confidentiality of Records: Some records may contain confidential or restricted access records such as social security numbers. If in doubt as to whether or not a specific record is confidential, it is always a good idea to check with agency legal counsel. If your agency does not have a legal counsel, an Assistant Attorney General in the Department of Justice will provide advice.

Personally Identifiable Information (PHI): Some records in this schedule contain personally identifiable information as defined by Wisconsin law. Wis. Stats. § 19.0255. Public access to personally identifiable information is often restricted by law. Therefore, agencies should be aware of the requirements in Wisconsin Statutes, Chapter 19, as well as all applicable program specific laws or regulations. If in doubt as to whether a specific record contains personally identifiable information, it is always a good idea to check with agency legal counsel. If your agency does not have a legal counsel, an Assistant Attorney General in the Department of Justice will provide advice.

Definitions:

Official Record: The official record is the document that is most likely to be used for multi-agency audit purposes. This record is usually located in the central office of an agency. In decentralized organizations, the official record may be located in an institution, district, field office, cost center, or department.

Duplicate or Working Copy: All duplicate, working, and convenience copies of official records are classified as non-records under Wis. Stats. § 16.61. Therefore, in the interest of efficiency, they must be destroyed as soon as possible. It is also important to understand that under Wisconsin law, if non-records are not properly destroyed, they must be provided to a requestor in response to a public records request, audit, and litigation, even if the original record was expunged and was destroyed in accordance with approved records schedules. Finally, do not send non-records to the State Records Center because they will not be accepted.

Retention Period: The retention period is the minimum length of time an agency must keep particular records. This is usually expressed in terms of years, months, days, and may be contingent upon an event date or specification date that triggers the “clock.” Most often, retention periods are triggered either upon the creation (CR), event (EVT), or fiscal (FS).

Creation (CR): The retention period starts when a record is created or received.

Event (EVT): The retention period is triggered by an event date; thus, retention does not begin until the specified event occurs. For example, if a record series has a retention of EVT+1 year and the event is defined as the life of an asset, then all records in this category would be retained one year after the asset is sold, scrapped, or otherwise taken out of service.

Fiscal (FS): This retention period is tied to the current fiscal year, but unlike CR and EVT retention periods, FS record series are managed in blocks by fiscal year. For example, “FS+4 years” indicates that records must be retained for the current fiscal year and four complete additional fiscal years.

Disposition: The final state in a record’s life cycle, involving destruction or transfer to either the Wisconsin Historical Society or University of Wisconsin Archives for permanent preservation.
Records Retention Schedules

- Let’s look at a State GRS

Fiscal Administration Records

<table>
<thead>
<tr>
<th>Number</th>
<th>Series</th>
<th>Brief Description</th>
<th>Do any laws apply?</th>
<th>Retention Period</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>90000046</td>
<td>Checks-Voided</td>
<td>Void checks result from errors in the printing or processing of checks. This includes multiplied checks, reprinted checks, and blank checks. During check processing it is not unusual to reprint an entire batch of checks when something goes wrong in the printing or post-processing operations. These checks are kept in a secure location until destroyed.</td>
<td></td>
<td>CR+1 month</td>
<td>Destroy-Confidential</td>
</tr>
<tr>
<td>90000047</td>
<td>Stop Payment Records</td>
<td>Request for Stop Payment (Form DOA-2776 or its equivalent), related correspondence; State’s working bank certification that payment has been stopped; internal reports/letters showing check series, payee, amount, date of issue and reissued check information. Also applies to agency petty cash funds. Because of potential criminal investigation, Statute of Limitations, S. 893.98 Wis. Stats. dictates that this record series be kept for 8 years.</td>
<td></td>
<td>EVT+0 years (date batched by month that the stop payment was executed)</td>
<td>Destroy</td>
</tr>
</tbody>
</table>

Retention: Official Record
Disposition: Destroy

Fiscal Management Subject

<table>
<thead>
<tr>
<th>Number</th>
<th>Series</th>
<th>Brief Description</th>
<th>Do any laws apply?</th>
<th>Retention Period</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>90000009</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>90000010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>90000011</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>90000012</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Routine Internal Status

<table>
<thead>
<tr>
<th>Number</th>
<th>Series</th>
<th>Brief Description</th>
<th>Do any laws apply?</th>
<th>Retention Period</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>90000048</td>
<td>Forgery Records</td>
<td>Affidavit of Forged Endorsement form (Form DOA-2765 and DOA-2760 or their equivalents), related correspondence with the requesting agency and the State’s working bank; internal reports/letters showing check series, payee, amount, date of issue and reissued check information. Also applies to agency petty cash funds. Because of potential criminal investigation, Statute of Limitations, S. 893.98 Wis. Stats. dictates that this record series be kept for 8 years.</td>
<td></td>
<td>FIS+8 years</td>
<td>Destroy</td>
</tr>
</tbody>
</table>

Retention: Official Record
Disposition: Destroy
Records Retention Schedules

Let’s look at a UW System GRS

- Cover sheet
- “Boiler plate”
- The schedule

UNIVERSITY OF WISCONSIN SYSTEM
BUSINESS COMMUNICATION
GENERAL RECORDS SCHEDULE

May 2008

UNIVERSITY OF WISCONSIN SYSTEM: GENERAL RECORDS SCHEDULES FOR BUSINESS COMMUNICATION

I. INTRODUCTION AND PURPOSE

The University of Wisconsin System comprises fifteen distinct institutions, many of which create and receive records that are similar in purpose and utility. In the interest of efficiency, therefore, this records schedule identifies two categories of records that are common to all University of Wisconsin institutions, so as to avoid making each institution incur a distinct retention schedule for the same categories of records.

This document also provides guidance to University of Wisconsin System employees regarding what does and does not comprise a public record, which will in turn allow University employees to retain for a discrete time period and thereafter destroy expired public records, as well as those materials that do not comprise public records.

II. SCOPE

The records schedules described within this document include the following University Records:

- Business Communication: Routine
- Business Communication: Transitory

III. UTILITY AND FUNCTION OF INFORMATION PROVIDED WITHIN THIS DOCUMENT

A. Preservation of Historical Documents

Historically, University records have been preserved in paper files. Presently however, advances in technology are beginning to present a viable alternative to paper records: electronic data stored in computer systems. Using electronic data to store University records presents a potentially fatal flaw, however, because electronic data decays over time. Thus, unlike paper records, with the passage of time electronic records lose information as it randomly slips away in bite-sized chunks, unless software updates are consistently purchased, installed, and maintained.

Transitory communication is directly connected to the transaction of public business that is conducted by university employees, but it has a short-term business value.

Transitory communication has no business value after the information contained in the message has been conveyed or superseded, or the event to which the message is related has occurred. Transitory communication does not establish policies, guidelines, or procedures; certify a transaction; become a receipt; nor perpetuate or formalize business activities of the University of Wisconsin System. Transitory communication is not necessary for statutory, legal, or fiscal purposes; has no historical value; would not be filed in a records management system; and should be destroyed after one week, or when obsolete because the communication has been superseded or the related event has transpired.

Transitory communication can be memorialized using many different types of business tools, and examples include but are not limited to:

1. Messages that communicate information that is not the basis for official action, such as news bulletins, holiday notices, charity and welfare appeals, or information about workplace events.
2. Scheduling information pertaining to an event that has already occurred.
3. Courtesy copies of communications that convey information but do not require responsive action by the University employee who is the recipient, but not the creator, of the communication.
4. Communications that are created by, or received from, a distribution list, listserver, or other resource provider for reference purposes.
5. A preliminary version of a document that has been shared for review and comment among colleagues after it has been superseded by a successive version of the document. Preliminary versions of a record may be classified as transitory only by the recipient, but not the creator, of the communication.
6. Transitory requests for information or materials to which a university employee can easily reply, and in response to which a university employee would not have to perform special research, engage administrative processing, or seek supervisory review.
Records Retention Schedules

Let’s look at a UW System GRS

Sometimes not real precise because they leave the “archival value” up to each campus. You need to ask your university archivist (Kathie).

Unclassified Staff Personnel Records GRS

UNCLASSIFIED PERSONNEL FILE

UWPER001 Tenured Faculty:

UWPER002 Non-Tenured Faculty/Academic Staff:

UWPER003 Indefinite Unclassified Staff:

The official P-file comprises the comprehensive employment record for every faculty or unclassified employee. The location of the official unclassified P-file varies throughout the UW System. Generally, it is maintained in the office of the Provost, Dean of the employing School or College or employing department.

A complete P-file may include the following records:

Letters of application; research proposal (at hire, if required); resume or curriculum vita; letter(s) of offer; appointment, reappointment, or promotion acceptance of employment, tenure, or indefinite appointment; position description; re appointment contracts; personnel action forms; base rate or title change requests for decisions on leaves of absence; notices of sabbatical leave; notices of faculty awards; notices of emeritus or distinguished service recognitions; performance review evaluations; lists of notices of awards or grants; certifications of named professorships; notices of disciplinary actions; arbitration records; letters of resignation or retirement; non-renewal of appointment (for academic staff)

HRIS: For those institutions using the TAM module of HR, some documents normally found in the Personnel File, such as the official letter of offer, may be generated by and system-TAM module. The initial resume/CV collected during the recruitment process will be in the personnel file.

Appraisal Note: The following types of documentation are often considered personnel but must be maintained separately from the personnel file:

Retention Period:

UWPER001 Tenured Faculty: EVT + 30 years. EVT = Date of employee's retirement or death. Destroy confidentially or transfer to Archives for permanent preservation.

UWPER002 Non-Tenured Faculty/Academic Staff: EVT + 10 years. EVT = Date of termination of employment. Destroy confidentially or transfer to Archives for permanent preservation.

UWPER003 Indefinite Unclassified Staff: EVT + 30 years. EVT = Date of employee's retirement or death. Destroy confidentially or transfer to Archives for permanent preservation.

Retention Responsibility: By Institution

In terms of implementing the provisions of this GRS item, the office holding the official personnel file (wherever that is located within the institution) generally has the responsibility of implementing the retention period listed for the “original” copy of the record series.

Destroy Confidentially: PII/Confidential

Archival value:
The determination of archival value of official personnel files will be made by each institutional archivist.
Let’s look at a UWRF RDA

If you create records that are not on either the UW System schedules or the State of Wisconsin schedules, we can help you create an RDA, and have it approved by the Public Records Board.

Start with the online form, complete with 2 pages of instructions.
# Records Retention/Disposition Authorization (RDA)

**STATE OF WISCONSIN**
**DEPARTMENT OF ADMINISTRATION**
**PUBLIC RECORDS BOARD**
**PRB-001 (R 04/2010)**

## Records Retention / Disposition Authorization

- Instructions for completion are provided on pages 2-3.
- In accordance with s.16.61, Wis. Stats, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.
- Field #1 - Agency Records Officers generally assign sequential RDA numbers which are subject to PRB approval. If the agency does not assign an RDA number, leave this field blank and the PRB will assign the number.
- Agency Records Officer: Review & approve RDA; Assign RDA #, if applicable. Forward original only to the PRB. Maintain an agency copy during the Board’s review process.

<table>
<thead>
<tr>
<th>1. Retention/Disposition Authorization # (RDA)</th>
<th>2. Agency Number</th>
<th>3. Unit Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sequential Number</td>
<td>00009</td>
<td>285</td>
</tr>
<tr>
<td>Suffix</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. RDA Status</th>
<th>5. Agency Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Sunset/Renewal</td>
<td>University of Wisconsin-River Falls</td>
</tr>
<tr>
<td>☐ New</td>
<td></td>
</tr>
<tr>
<td>☐ Amended</td>
<td></td>
</tr>
<tr>
<td>☐ Closed Superseded</td>
<td></td>
</tr>
</tbody>
</table>

### Division Name
Facilities Management

### Subdivision Name

### 6. Record Series Title
Daily Labor Report

### 7. Record Series Life Cycle Dates

<table>
<thead>
<tr>
<th>Year Created</th>
<th>Year Discontinued</th>
<th>Year of Final Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1984</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 8. Medium for Records Storage – Check all appropriate categories

- ☑ Electronic/Digital
- ☐ Microform
- ☑ Paper
- ☐ Other (Specify)

### 9. Retention Time Period - Specify Actual Period

<table>
<thead>
<tr>
<th>Yrs</th>
<th>Mo</th>
<th>Wks</th>
<th>Days</th>
<th>Permanent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 10. Event that Initiates the Start of the Retention Time Period

<table>
<thead>
<tr>
<th>Creation</th>
<th>Fiscal</th>
<th>Other (Specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ (CR)</td>
<td>☑ (FIS)</td>
<td>☐</td>
</tr>
</tbody>
</table>

### 11. Disposition

- ☑ Destroy
- ☑ Transfer to State Archives (WHS)
- ☐ Transfer to Other Location (Specify)
- ☐ Destroy Confidential
- ☐ Transfer to UW Archives
**Records Retention/Disposion Authorization (RDA)**

**12. Records Series Description**

A daily labor report lists chronologically each job an employee worked on during a particular day. The report is used to track how much time an employee spent working on each work order during the day. The form lists the start time, the finish time, the work order number, and the building needing the work.

Created and stored on TMA electronic system. Some previous years still in paper.

**APPROVAL SUBJECT TO 10-YEAR SUNSET. RESUBMITAL REQUIRED PRIOR TO November 2022.**

<table>
<thead>
<tr>
<th>13. Records Contain Personally Identifiable Information (PII)</th>
<th>14. Name of Agency Program Contact or Records Officer – Select appropriate title.</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes ☑ No</td>
<td>Kathryn Otto □ Program Contact ☑ Records Officer</td>
</tr>
<tr>
<td>Telephone 715-425-3567</td>
<td>Email <a href="mailto:kathryn.otto@uwrf.edu">kathryn.otto@uwrf.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>15. Records Series is Confidential or Access is Limited</th>
<th>16. APPROVAL SIGNATURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes ☑ No (If yes, enter Statute/Code)</td>
<td>Pam Rudisel 9/17/12</td>
</tr>
</tbody>
</table>

**Agency Official**

**Public Records Board Approval** - Contingent on restrictions to record destruction contained in s. 19.35(5), Wis. Stats., (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced.

**State Archivist**

This document can be made available in alternate formats to individuals with disabilities upon request.
Contact the University Archives and Area Research Center if you need help:

- Finding a record “series” on an existing schedule
- Creating an RDA
- Transferring records to the University Archives

archives@uwrf.edu / 3567
kathryn.otto@uwrf.edu / 3530

That’s All Folks!