

Quick Reference Guide to the University of Alaska

Item No.	Record Title	Retention Periods are Expressed in Years Unless Otherwise Noted Minimal Retention Time	Disposition
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Procurement, Leasing & Property Records

Equipment Re

General Office Administration Records

Item No.	Record Title	Minimal Retention Time	Disposition
62	General Correspondence Files:	Retain 3 years	Destroy after 3 years
65	Board of Regent's Minutes	Retain until administrative or management need is met, then transfer to the University Archives	University Archives
65a	Board of Regent's Meeting Files	Retain until administrative or management need is met, then transfer to the University Archives	University Archives
65b	Minutes and meeting Files Major Policy Making:	Retain until administrative or management need is met, then transfer to the University Archives	University Archives
66	Minutes and meeting Files Non-Policy Making:	Retain for 3 years or until administrative or management need is met, whichever comes first	Destroy after 3 years or administrative/management need is met whichever comes first
67	Program Policies & Procedures - Major:	Retain for 3 years after policy is obsolete or superseded, then transfer to the University Archives	University Archives review for archival value.
68	Program Policies & Procedures - Routine:	Retain for 3 years after policy is obsolete or superseded.	Destroy 3 years after policy is obsolete or superseded
69	Advertisements: Legal	Retain 3 years after posted	Destroy 3 years after posted
70	Public Records Log & Request for Information:	Retain 1 year	Destroy after one year
71	Reading Files:	Retain 3 years	Destroy after 3 years
73	Reports - Annual:	Retain until administrative or management need is met; then, transfer to the University Archives.	University Archives review for archival value.
74	Reports - Audit:	Retain until administrative or management need is met.	Destroy after documentation of follow-up and corrective action taken is verified.
74a	Reports - Quarterly, Monthly:	Retain until administrative or management need is met.	Destroy after administrative or management need is met.
74b	Environmental Audit Reports:	Retain indefinitely, unless University General Counsel approves disposition of records related to environmental liabilities	Do not destroy unless University General Counsel approves disposition of records related to environmental liabilities
75	Technical Reference Files	Retain until administrative or management need is met.	Destroy after administrative or management need is met
76	Transitory & Miscellaneous Administrative Information:	Retain until administrative need met.	Destroy after administrative or management need is met

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96			Destroy after verifying all corrections are completed.
97			Destroy 3 years after delegation is no longer valid
102			Destroy after 2 years
120	Feasibility Study Reports:	Retain record copy at Department/MAU for 4 years after successful implementation or following an audit whichever is later.	Destroy 4 years after successful implementation or following an audit whichever is later.
121	Systems Analysis & Design Documentation:	Retain record copy at MAU for 5 years after successful implementation.	Destroy 5 years after successful implementation.
122	s5(r)1(s)1(u)-11(c)2(c)2(e)15(s)1(s)2(fu)-11(l 1.961262401.08 499.44 126.24 -56il .5D56il .9 -56il .t)1(M)ucosunt/MAU0or 1ess		Destroy 1 year after successful implementation.
123			Destroy 2 years after successful completion
124	Program (User) Documentation & Training Materials:	Retain record copy at MAU for 1 year after the system is no longer operational. Retain all other copies until administrative need is met.	Destroy 1 year after system no longer operational or 1 year after version update.
125	IT General Documentation File:	Retain until documentation is obsolete, superseded or administrative need is met. Retain application software licenses and agreements for three years after termination.	Destroy when obsolete, superseded or need is met. Retain licenses & agreements 3 years after termination.
126	Post Implementation Evaluation Review & Reports:	Retain record copy at MAU for 5 years after successful implementation. Retain all other copies until administrative need is met.	Destroy 5 years after successful completion
127	Information Technology Assets Audits (Inventories):	Retain record copy at MAU for 4 years, the inventory is superseded by another inventory, the asset is disposed of ; or , is no longer owned by the program, whichever is later.	Destroy after 4 years, the inventory is superseded by another inventory, the asset is disposed of ; or , is no longer owned by the program, whichever is later.

Item No.	Record Title	Minimal Retention Time	Disposition
128			Destroy after input is verified
129			Destroy when obsolete
130			Destroy after 5 years or when obsolete, superseded, or administrative need is met whichever comes later.