

POLICY/PROCEDURE

UNIVERSITY SERVICES – File Management

DATE: 7/26/02

CATEGORY: Procedure

SUBJECT: Procedure for Purging of Records

The Records and Retention/Disposal Policy is located on the Merlin Share drive separated into the individual areas. Take a look at your policy and familiarize yourself with it. The procedures below should be followed for the disposal of your records during the specified purge time.

1. There is a campus-wide purge date of the last day of June. This will be the time when all records that are marked DESTROY will be purged. Your area representative will assist you in getting DESTROY labels and answering any questions you may have.

Pat Ariano - Academic Affairs, the Candor, Institutional Research

Dave Striker - ADA, Admissions, Registrar

Ken Reuter - Finance, Advancement, Financial Aid

Theresa Oldham - Employee Services, Athletics, all areas under Dean of Students

Jack Fritts - Library, AV materials, Special Events

Paul Reamer - Physical Plant, Alumni, Campus Security

Michi Dubes - President's Office, Board of Trustees, Bookstore, Public Relations

2. Each department will identify two (2) representatives to access archival materials. Department heads shall provide the names of the designees to the University Archivist. Only designated representatives will be granted access to the records. Those individuals are listed below:

Theresa Beck	UG Admissions
Kathie Schottenhamel	UG Admissions

Rene Morales	Continuing Studies
John Mikula	Continuing Studies

Chris Lillig	Benedictine Central
Lorelei Johansen	Benedictine Central
Katy Huberty	Benedictine Central

Cathy LaBash	ARC
David Striker	ARC

An access log will be maintained at the Circulation Desk in the Benedictine Library. Users will be required to sign in and to identify the material being sought. A library staff member will accompany users to the Archives and assist in locating the desired records.

Records to be removed from the Archive must be logged, and the status of such records – permanently removed, temporarily removed - must be noted in the log. The log entry for items removed on a temporary basis should also indicate the anticipated return date.

3. If you have records in your office that need to be purged, put them in boxes and mark them with the DESTROY labels and set them aside. Phone your area representative to let them know you have material to be purged in your office. Your area representative will contact Campus Services to remove the boxes.