

Permanent Records for the MUSC University Archives

The MUSC University Archives has prepared the following “cheat sheet” to assist record keepers with identifying permanent record series among their office files. Permanent records are records of long-term historical or research value that are retained permanently in an office or in the Archives after a period of active use (also called archival records) [SAA Glossary of Archival and Records Terminology]. Once their office retention period has expired, records designated as "Permanent" in the records schedule may be considered for transfer to the Archives. All other records of non-permanent value should be retained according to the South Carolina general records retention schedule for state colleges and universities. For more information: [use link to PDF of Records Schedule or <http://academicdepartments.musc.edu/vpfa/operations/urc/>]

A *series* is a group of similar records that are arranged according to a filing system and that are related as the result of being created, received, or used in the same activity; i.e., a file group; a record series. The following list of permanent records collected by the University Archives include short statements describing the use and informational content of the records series. The *retention* provides the minimum length of time that records should be retained by the office before their disposition can take place.

Trustee Board

Trustee Board Meeting Minutes.

- A. Description: Records of official proceedings of state college or university governing bodies. Information includes agenda, date, place, list of attendees, action taken on resolutions, and a summary of discussion and decisions. Official minutes also include all informational attachments such as reports, survey, proposals, studies and charts distributed to members for discussion, and for use in making decisions on institution policy, planning, and administrative matters.
- B. Retention:
 - (1) Office: 5 years
 - (2) University Archives: Permanent

President

Administrative Correspondence

- A. Description: Concerns communications received and generated by the institution’s president. Letters pertain to information requests, responses to those inquiries; matters related to the board of trustees; administrative and fiscal operations of the institution; consultations with presidents of various colleges or universities; information pertaining to professional organizations and educational authorities; and other related topics.
- B. Retention:
 - (1) Office: 3 years. Microfilm optional

(2) University Archives: Permanent

Administrative Files

A. Description: Document executive actions, decisions and interactions with key officials of the institution. Information in the form of memoranda, policy statements, and reports concerns accreditation requirements, budget material, department activities, faculty and student relations, General Records Retention Schedule for State Colleges and Universities 15 tenure and salary issues, physical plant development, grant awards, research programs, foundation endowments, fiscal accountability, personnel matters, academic requirements, student athletic issues, and other related topics. Also included are draft copies of speeches.

B. Retention:

- (1) Office: 3 years. Microfilm optional
- (2) University Archives: Permanent

Meeting Minutes of President's Executive Staff

A. Description: Document meetings held by a state college or university president with his or her executive staff. Information includes agenda, location of meeting, date, names of attendees, attachments, a summary of discussion, and decisions made.

B. Retention:

- (1) Office: 5 years.
- (2) University Archives: Permanent.

Resource Files

A. Description: Consist of manuals, informational bulletins, and guidelines required for long term reference in the administration of the institution. Information includes academic issues, copies of personnel policies, National Collegiate Athletic Association material, Commission on Higher Education activities, copies of state and federal laws or regulations governing the administration of public colleges and universities, fiscal procedures, institution organizational matters, student government activities, and other related subjects.

B. Retention: Until superseded, or no longer needed for reference; destroy.

Provosts and Vice Presidents

Administrative Correspondence

A. Description: Correspondence is related to the administration of an institution or its major departments and divisions. Communications concern management activities, priorities for academic affairs, major business and finance matters, physical plant maintenance, important student related matters, and athletics administration. These letters are usually found at the institution's provost and vice president levels.

B. Retention:

- (1) Office: 3 years. Microfilm optional
- (2) College or University Archives: Permanent.

Administrative Files

A. Description: Document actions of a state college or university's provost or vice presidents. Information includes memoranda and reports concerning institution policy, organizational and program development records, and important fiscal data and personnel information. These records reflect administration of policies, coordination of institution functions, and overall management of major divisions and departments of a state college or university. Also included are draft copies of speeches.

B. Retention:

- (1) Office: 3 years. Microfilm optional.
- (2) University Archives: Permanent.

Administrative

Accreditation Reports

A. Description: Used to record observations, recommendations and decisions of visiting accreditation committee members. These reports are received from study committees of accreditation associations for colleges and universities. Reports reflect suggestions and recommendations concerning an institution's organizational structure and administration, educational programs, financial resources, faculty qualifications, library resources, student body characteristics, physical plant features and vital areas for institutions of higher learning. Also included are remarks prepared by institution officials to respond to the committee's observations and suggestions.

B. Retention:

- (1) Office: Until no longer needed for reference.
- (2) University Archives: Permanent.

Annual Reports

A. Description: Published report of college or university activities made annually to the General Assembly. Information includes financial summaries, objectives, goals, and other data concerning the college or university during the fiscal year. Most annual reports contain an organizational chart, along with brief narratives, and statistical information concerning each major section and division of the college or university.

B. Retention:

- (1) Office: Until no longer needed for reference.
- (2) University Archives: Permanent

Committee Files

A. Description: Document actions and recommendations of committees, established to provide advice on policy matters and other management topics. Information consists of letters, memoranda, and other paper work concerning budget matters, maintenance of facilities, curriculum development, utilization of state/federal funds, purchase or sale of property and other subjects related to the institution's administration, operation, and academic programs.

B. Retention:

- (1) Office: 5 years.
- (2) University Archives: Permanent.

Deeds And Leases To College or University Property

A. Description: Document deeds and leases to real property owned or used by the state. Information includes description and location of the property, maps, sale agreements, land acquisition forms, deeds, lease agreements, and related correspondence.

B. Retention:

- (1) Office: Until property is sold, disposed of, or relinquished.
- (2) University Archives: Permanent.

Internal Management Policy And Procedure Files

A. Description: Policies, procedural directives and manuals developed by an institution to govern its internal management functions such as payroll, procurement, personnel administration, equipment inventory, and other internal management matters.

B. Retention:

- (1) Office: Until superseded, updated, or no longer needed for reference.
- (2) University Archives: Permanent.

Legislative Reference Files

A. Description: Records pertaining to bills, prospective legislation and laws. Information includes bill and supporting material concerning proposed legislation, such as newspaper clippings, reports, and correspondence. The series also includes copies of approved legislation.

B. Retention:

- (1) Office: Until no longer needed for reference.
- (2) University Archives: Permanent.

Organizational Charts

A. Description: Reflect the organizational structure of a college or university and its departments. Information includes a diagram which shows a systematic and symbolic arrangement of an institution's departments and program areas by name and function.

B. Retention:

- (1) Office: Until no longer needed for reference.
- (2) University Archives: Permanent (1 copy).

Permanent Improvement Files

A. Description: Files concern construction of and permanent improvements to the college or university's facilities. Information includes project proposal, capital improvement requests, authorizations to execute construction contracts, cost estimates, construction contracts, related memoranda, correspondence, blueprints, and specifications. Portions of this series created in 1980 and later are scheduled for permanent retention by the State Archives through the State Engineer's Office of the State Budget and Control Board.

B. Retention:

- (1) Records created before 1980:
 - (a) Office: Until completion of construction project and no longer needed for reference.
 - (b) University Archives: Selection of needed documentation. Permanent.
- (2) Records created during and after 1980: Until completion of construction project and no longer needed for reference; destroy.

Photographs

A. Description: Photographic proofs and negatives of college or university activities. Photographs may include identification according to time, place, and college or university activity.

B. Retention:

- (1) Office: Until no longer needed for reference.
- (2) University Archives: Permanent.

Public Relations File

A. Description: Information concerning college or university publicity. Included are press releases, biographies, newspaper clippings, promotional materials, bulletins, broadcast scripts, photographs, visual documentation, and other related items.

B. Retention:

- (1) Office: Until no longer needed for reference.
- (2) University Archives: Selection of needed documentation. Permanent.

Publications

A. Description: Printed material published by state colleges or universities for internal and external distribution. This series includes directories, manuals, research reports, surveys, and other college or university publications (except annual report).

B. Retention:

- (1) Office: Until no longer needed for reference.

(2) University Archives: Selection of needed documentation.
Permanent.

Surveys/Maps

A. Description: Developed by an institution to carry out its mission and function. Information concerns roads, boundaries, property lines, corners, monuments, road marker placements, structures, sites, and other related data.

B. Retention:

(1) Office: Until no longer needed for reference. Microfilm optional.

(2) University Archives: Permanent.

Personnel (Human Resource Management)

Personnel Administrative File

A. Description: File concerns administration of personnel policy. Information includes correspondence, reports, memoranda, and other records regarding personnel procedures.

B. Retention: Until superseded, updated, or no longer needed for reference; destroy.

Personnel Files (Active & Terminated)

A. Description: Personnel files of current and former employees of the college or university. Information includes employment applications, letters of recommendation, employee awards, resumes, performance appraisals, employee profile, position descriptions, insurance information, dual employment information, resignation and termination records, correspondence, and other related information.

B. Retention: 15 years after termination of employment; destroy.

Personnel Policies and Procedures

A. Description: Policies and procedures issued by the college or university or the State Budget and Control Board's Office of Human Resources. Information includes employment application policy, classification and compensation plan, explanation of performance appraisal system, reduction in force procedures, grievance policies, equal employment opportunity guidelines, termination procedure, workmen's compensation plan, other procedures issued by a college or university and/or the Office of Human Resources. Portions of this series are scheduled for permanent retention by the State Archives through the State Budget and Control Board's Office of Human Resources.

B. Retention:

(1) Office: Until no longer needed for reference.

(2) University Archives: Permanent.

Accounting

Computer Output Reports From Accounting Financial Data Bases (Permanent)

A. Description: Financial reports generated from a computer data base for use in accounting for the receipt/disbursement of financial resources for an institution. These are cumulative fiscal year end closeout reports summarizing the financial activities of the institution by providing final year-to-date summary accounting data and a permanent audit trail for all receipt and disbursement transactions affecting any and all funds and accounts. Types of reports include: year end general and subsidiary ledgers sorted by account, and summary of expenditures by program, fund, and object.

B. Retention:

- (1) Office: 3 years. Microfilm.
- (2) University Archives: Permanent.

Financial Report (Annual)

A. Description: Published annual summary of an institution's financial transactions. Information includes assets, liabilities, revenue, and expenditures.

B. Retention:

- (1) Office: 3 years.
- (2) University Archives: Permanent.

Non-Automated General and Subsidiary Ledgers (Permanent)

A. Description: General and subsidiary ledgers including chart of accounts which provide final year-to-date summary accounting data and a permanent audit trail for all fiscal receipt and disbursement transactions affecting any and all the institution's funds and accounts, including receipts and expenditures from all revenue sources, both public and private.

B. Retention:

- (1) Office: 3 years. Microfilm Optional.
- (2) University Archives: Permanent.

Table Reports (Accounting)

A. Description: Define the meaning of code numbers and fund groups used in transactions processed through the institutions automated financial accounting system. Examples include Descriptor Table Listing, Transaction Code Decision Table Listing and Table Maintenance Audit Report. The specifications of the reports of each in situation may vary.

B. Retention:

- (1) Year End Cumulative Table Reports:
 - (a) Office: 3 years. Microfilm;
 - (b) University Archives: Permanent.

(2) Other Table Reports: Until updated, superseded, or no longer needed for reference; destroy.

Payroll

Computer Output Reports From Payroll Financial Data Bases (Permanent)

A. Description: Financial reports (regardless of medium) generated from a computer data base for the disbursement of resources of the institution. These are cumulative fiscal year end closeout reports summarizing the financial activities of the institution by providing final year-to-date summary accounting data and a permanent audit trail for all disbursement transactions affecting any and all funds and accounts.

B. Retention:

- (1) Office: 3 years. Microfilm.
- (2) University Archives: Permanent.

Table Reports (Payroll)

A. Description: Define the meaning of code numbers and fund groups used in transactions processed through the institutions automated financial accounting system. Examples include Descriptor Table Listing, Transaction Code Decision Table Listing and Table Maintenance Audit Report. The specifications of the reports of each institution may vary.

B. Retention:

- (1) Year End Cumulative Table Reports:
 - (a) Office: 3 years. Microfilm.
 - (b) College or University Archives: Permanent.
- (2) Other Table Reports: Until updated, superseded, or no longer needed for reference; destroy.

Student Affairs

Official Transcripts (Graduate And Undergraduate)

A. Description: Used to record the official internal academic transcript of students attending a state college or university. These records include such information as name, identification number, major, class, courses taken, grades received, dates of attendance and type of degree awarded (if any).

B. Retention: 75 years after graduation or date of last attendance; destroy.

Academic Affairs

Administrative File/Correspondence (Academic Deans and Department Chairmen)

A. Description: Reflects reference material and letters relevant to the administration of the various academic departments of a state college or

university. Information includes correspondence, memoranda, annual reports, self-studies, policy and procedure statements, organizational charts, curriculum information, personnel data and student information.

B. Retention:

- (1) Office: 5 years. Microfilm optional.
- (2) College or University Archives: Permanent.

Meeting Minutes (Academic Deans and Department Chairmen)

A. Description: Records concerning meetings held by academic deans and department chairmen. Information includes names of attendees, names of persons absent, a summary of topics discussed and decisions made.

B. Retention:

- (1) Office: 5 years.
- (2) University Archives: Permanent.

Photographs/Slides/Posters

A. Description: Depict activities in the various academic departments of a state college or university. Included are large framed photographs of individuals and groups, pictures of lecturers, group portraits of professors and students, pictorials of campus scenes, and demonstration slides for instruction.

B. Retention:

- (1) Office: Until no longer needed for reference.
- (2) University Archives: Permanent.

Thesis And Dissertation File

A. Description: Consists of Master's theses and Ph.D. dissertations written in partial fulfillment of the requirements of graduate degrees from the academic departments of the institution. The file includes the official and printed copy of the thesis or dissertation.

B. Retention:

- (1) Office: Until no longer needed for reference Microfilm optional.
- (2) University Archives: Permanent.

Institutional Development And Research

Foundation Files

A. Description: Document the administration of college or university foundations. Files may include correspondence, reports, proposals, accounting and financial information, surveys, justifications, and other related information.

B. Retention:

- (1) Office: 5 years.
- (2) University Archives: Permanent.

Gift Files

A. Description: Document the funding of financial gifts to the college or university and the administration of these funds. Included in this series are financial records, correspondence, memoranda, reports, special stipulations or provisions, and other related information.

B. Retention:

(1) Office: 5 years.

(2) University Archives: Permanent.

Library Services

Newspaper and Manuscript Collection

A. Description: A collection of documents concerning the state or communities' heritage or culture. Included are Bible records, wills, diaries, letters, photographs, maps, newspapers and other related items.

B. Retention: Permanent. Microfilm Optional.

Alumni Relations

Alumni Files

A. Description: Used to retain current information on former students. The series consists of student forms, alumni information forms, and related records. Information includes student names, gender, Social Security numbers, spousal names, addresses, parental or guardian names, alumni status of family members, and evidence of graduation or last date of attendance.

B. Retention: 5 years after graduation or last date of attendance; destroy.

Contact Information

The Archives is located on the third floor of the MUSC Library and Education Center and is open to researchers Monday through Friday from 9:00 to 4:00. It is advised that interested users contact the archives to schedule an appointment.

Questions may be addressed to the University Archivist, Brooke Fox, at 843-792-6477 or via email at foxeb@musc.edu.