

Gettysburg College Records Management Policy

1. Records generated by the administrative offices and by faculty when acting in an administrative capacity (e.g. Department Chair, Faculty Committees or Commissions – both elective and appointive) shall be and remain the property of Gettysburg College. They shall be delivered by outgoing administrators and faculty to their successors and shall be preserved, stored, transferred, destroyed or disposed of only in accordance with the provisions of this policy.
2. A record is any paper, correspondence, completed form, bound record, book, photograph, film, sound recording, map, drawing, machine-readable record, magnetic tape, or any other document, regardless of physical form or characteristic, which has been generated by or received by Gettysburg College, and is used as evidence of its activities.
3. In order to insure the proper management and safeguarding of Gettysburg College Records, a College Archives has been established within the Library and under the administrative of the College Archivist.
4. It shall be the duty of the College Archivist in consultation with the several administrative offices and the respective faculty committees or commissions to establish retention, transfer, or disposition schedules of all College records. Records shall be retained by the office of origin as long as there is an ongoing need for a given record in the day to day operations of that office. Records which are no longer needed in the daily operations of an office will be transferred to the College Archives, transferred to temporary storage for destruction at some specified future time, or destroyed in accordance with the established retention schedule of that office.
5. Records which are no longer needed in the day-to-day activity of an office, and which by their nature are archival and/or vital, will be stored only in the Special Collections area of Musselman Library, or in an off-campus commercial records storage facility. Vital Records are those records that contain information needed to establish or continue the operations of an office in the even of a natural or a man-made disaster. The initial review of all offices' Records Retention Schedules will identify those records which are considered vital, and appropriate measures will be proposed to properly protect those records.
6. Records which must be legally retained for a specified period of time, but which will then be destroyed (e.g. Applications for Financial Aid) may be moved to an authorized temporary storage area outside the office of origin. It shall be the Special Collections Librarian's responsibility to approve proposed locations for temporary storage. (Currently approved temporary storage

locations include Special Collections and Knouse.) While other objects may be stored in such areas, priority for space will be given to office records. Records in temporary storage will be stored in boxes approved by the College Archivist.

7. The Record Retention Schedule is the primary tool for control of an office's records. This document identifies each series of records maintained in an office, lists the period of time it is to be maintained there, and schedules it for either:
 - (a.) continued retention in that office (as long as there is an ongoing need for a given record in the day to day operations of that office);
 - (b.) transfer to temporary storage;
 - (c.) destruction; or
 - (d.) transfer for permanent retention
8. Established Record Retention Schedules will be reviewed by the College Archivist and the several administrative offices on an annual basis.
9. Normally, the "office of origin" is responsible for maintaining a record copy of all records originating within that office. Recipients of intracollege correspondence should not maintain a copy for archival purposes.
10. General publications and mass mailings from external sources, received by the various offices, are not to be considered as potentially archival unless Gettysburg College is specifically mentioned.
11. Records which by their nature are confidential or those which will be closed for a specified period of years will be so identified during the initial records inventory and will be so noted on the retention schedules. Confidential records which are transferred to Archives will continue to be treated as confidential until such time as the office of origin determines that such records may be opened. The College Archivist will be responsible for creating procedures to insure that such restrictions are maintained.
12. Multiple copies of all College publications will be preserved. These include, for example, such items as catalogues, descriptive brochures, student handbooks, alumni bulletins, printed posters, or any item copyrighted by Gettysburg College. It is the responsibility of the office creating such publications to furnish three copies – **at the time of publication** – to the Archives.
13. Records created by student organizations and/or organizations related to, but not controlled by, the College are not by definition records of the College. (e.g. honorary, service and social clubs, fraternities and sororities, etc.) However, the records created by those groups are important historical

documents and it is the responsibility of the appropriate administrative office (e.g. Student Life for student groups, College Relations for the Eisenhower Society) to encourage such groups to deposit their records in the College Archives.

14. Offices which maintain records exclusively within a computer environment are required to develop an approved plan for the archival retention of such records. A number of different approaches are possible, and the most appropriate type should be developed in consultations with the College Archivist.
15. A log will be maintained by the College Archivist of records that have been destroyed in accordance with an office's approved Record Retention Schedule. Each office is responsible for destruction of records no longer needed; however, no office's records will be destroyed unless an approved Record Retention Schedule has been created for that office.
16. The personal papers of faculty and administrators are not subject to these regulations, and remain the private property of the individual. Offices and individuals should adopt filing practices which segregate official and personal papers.

Signed by President Charles E. Glassick, April 7, 1989.