

# OFFICE OF GIFT PLANNING RECORDS RETENTION SCHEDULE

CREATED SEPTEMBER 2016



MICHIGAN STATE UNIVERSITY

## **MICHIGAN STATE UNIVERSITY OFFICE OF GIFT PLANNING RECORDS RETENTION SCHEDULE:**

University Archives and Historical Collections has developed this retention schedule to document the nature of gift planning records created by the university and define the appropriate retention period according to the legal, fiscal, administrative, and historical needs of the university.

The Office of Gift Planning Records Retention Schedule applies to all documentation at Michigan State University, regardless of format or media. For additional information regarding electronic records management, please go to the University Archives website at <http://archives.msu.edu/>.

Not all offices may create all the record series listed on the retention schedule. If you are not currently creating records in a series, you do **NOT** need to start creating new records.

If you believe that you have a record that does not fall under a specific record series, please contact University Archives at 5-2330. University Archives will either help you identify which record series applies to your record or will create a new record series. Do not assume that the record can be destroyed; all records reflecting the official activities of university officers and offices are the property of Michigan State University and thus cannot be destroyed without the approval of the director of the Archives.

Please note that all records pertaining to ongoing or pending audits, lawsuits or even reasonably anticipated lawsuits, and public disclosure proceedings may not be destroyed, damaged, or altered until the issue is resolved, and an office or unit has been specifically advised that such records may be destroyed. Any of these conditions supersedes the retention period listed in the records retention schedule.

### **NON-RECORDS:**

According to State of Michigan guidelines, some records used at Michigan State University can be considered non-records. These non-records are not covered by the retention schedule and may be destroyed once they are no longer administratively necessary.

Non-records may include:

- Duplicate copies of documents retained for distribution or convenience
- Miscellaneous notices of memoranda such as "All-Staff" emails, messages on upcoming events, or memos on minor administrative details
- Blank forms
- Unsolicited advertising and product catalogs
- Preliminary drafts of letters, memoranda or reports that do not form significant stages in the preparation of a final document
- Personal messages or correspondence
- Non-university publications, such as manuals, directories, catalogs, newsletters, pamphlets, and periodicals

Please contact University Archives at 517-355-2330 or at [archives@msu.edu](mailto:archives@msu.edu) with any questions regarding non-records.

## DESCRIPTION OF TERMS:

**Schedule Title:** This is the official title of the individual record series.

**Schedule Description:** This is the official description of the individual record series, usually consisting of a general statement of record function, followed by a description of some of the documents that can be found in that record series.

**Schedule Retention:** This is the minimum amount of time that the record series must be kept, also known as a retention period. It typically consists of a retention code plus a date range in years.

For example) Schedule Retention: CLOSE+6 (Date Closed + 6 years)

The retention code index can be found below.

### Retention Code Index:

Retention Code	Retention Period Description
CLOSE	Date Closed

**Event Date:** This documents the event after which the retention period will be applied. Some retention periods can be applied only after a specific event or date has occurred. For example, estate files are kept until the account is considered closed. Thus, the close date is the event date from which the retention period is measured.

**Disposition:** This is a statement that describes how long the document must be kept and how it must be destroyed. Many university records contain confidential information, such as social security numbers; thus, University Archives recommends confidential destruction, i.e. shredding, whenever possible to protect personal information.

**Office of Record:** This field identifies the office that is responsible for maintaining the official record series. The designated office keeps the record for the entire retention period and then arranges for its destruction once the retention period has passed. Other offices which maintain copies of a record series but are not the office of record may destroy those non-records when they are no longer administratively necessary unless otherwise noted in the schedule.

**Notes:** This may document additional notes about the retention series, legal citations affecting retention, or university best practices regarding the records.

## ADDITIONAL GUIDANCE:

For any questions, concerns, or additional guidance regarding this retention schedule, please contact University Archives at 517-355-2330 or at [archives@msu.edu](mailto:archives@msu.edu).

Schedule Approved: 9/22/2016

# *Michigan State University*

## *Office of Gift Planning*

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<b>Schedule Title</b>	Estate Files
<b>Schedule Description</b>	This record series documents the process of receiving financial contributions to the University from deceased donors. This record series may include, but is not limited to: copies of trust documents, wills, and insurance policies, bank/trust statements, legal documents, donor information, correspondence from trustees and legal representatives, copies of information sent by MSU to verify beneficiaries, and other related correspondence.
<b>Schedule Retention</b>	CLOSE+6
<b>Event Date</b>	Last Payment is Received or Estate is Closed
<b>Disposition</b>	Retain for 6 years after the last financial contribution is received or the estate is considered closed, whichever is later, then proceed with confidential destruction.
<b>Office of Record</b>	Office of Gift Planning; General Counsel
<b>Notes</b>	Based on University best practices. Convenience copies of information from the estate file may be retained in University Advancement's electronic database.