

USE OF THE UNIVERSITY RECORDS CENTER

LOCATION: The University Records center is located on the Oxford campus in Withrow Court and is designed to store inactive records for departments lacking sufficient on-site storage facilities. The Records Center is a temporary storage facility for records no longer needed in the department/office for day-to-day business operations but must be retained for a designated period of time in compliance with the University's records retention policy (MUPIM Section 16.10). Questions regarding retention periods not found in the manual should be directed to the Office of the University Secretary.

TRANSFERRING RECORDS TO THE RECORDS CENTER

- In order to transfer records to the Records Center, the department/office of origin must complete a [Request to Transfer Records](#) form.
- Send completed form to the Secretary of the University or designee for approval. A copy of the form approved and signed by the Secretary of the University or designee, will be returned to the department/office.
- Use a standard 10X12X15 box (with detachable lid) to store records; Don't mix record series—keep records series¹ together; all records in the box must have the same retention period.
- Place a copy of the approved and signed Request to Transfer Records form inside each box containing the records being transferred. Note: do not tape form to outside of the box.
- The records transferred will be retained in the Records Center for the duration of the legal retention period as stated in the University's Records Retention Manual.

DISPOSAL OF RECORDS STORED AT THE RECORDS CENTER

- After records stored in the Records Center have reached the end of their retention period, the Secretary of the University or designee will notify the department/office by sending a Notification Memo listing those records to be destroyed. In accordance with University policy, these records will automatically be destroyed within thirty (30) days from the date of the memo, unless the department/office supervisor or his/her designee requests an extension of time.
- If the department/office does not want these records to be destroyed, the department/office supervisor must notify the Office of the University Secretary within thirty (30) days of receiving the Notification Memo and provide a written statement indicating why these records should not be destroyed.

DISPOSAL OF RECORDS WITHIN DEPARTMENTS

- When departmental records reach the end of the retention period, those records may be destroyed within the departments.

¹ "Records series" is defined as a group of related records filed/used together as a unit and evaluated as a unit for retention purposes, e.g., a personnel file consisting of an application, reference letters, benefit forms, etc.

- In order to destroy records retained and stored in University offices, the office of origin must complete a [Request for Records Disposal](#) form and submit that form to the Secretary of the University or designee for approval.
- The Secretary or designee will verify the legal retention period for those records, check for any pending legal action, and review for historical/archival value. The certificate, signed by the Secretary or designee, will be returned to the department as authorization to destroy the records listed. No records should be destroyed by the department/office of origin without the prior approval of the department head and the Secretary of the University or designee.