
Records Management

This retention schedule is authorized under Policy 5.21 Records Management.

1. This policy applies to all employees of Emory University and Emory Healthcare, as well as contractors who conduct business for or on behalf of Emory, and those who create, receive, or retain University records. Any recorded information, regardless of media, characteristics, physical form, storage location, or means of transmission, is considered a record when it is relevant to Emory's legal obligations or business.
2. Each department or office will maintain and dispose of records in compliance with Emory's retention schedule. This schedule supersedes previously approved applicable schedules.
3. Records should not be maintained past the end of their stated retention unless involved in current litigation, investigation, or audit. All known audits, investigations, or court cases involving the listed records must be resolved before the records can be destroyed.
4. The retention schedule applies to all records, regardless of format. Records must be accessible throughout their retention period in analog or digital format.
5. Departments and offices will destroy records that have not been deemed permanent in the manner identified by the retention schedule. Confidential paper must be shredded; electronic records must be made unreadable by being overwritten or the storage media being physically destroyed. Record-keeping systems must be capable of the complete deletion of records; it is not sufficient to take information off-line.
6. Departments and offices will routinely transfer records with continuing and enduring value, as identified on the retention schedule, to the University Archives.
7. The heads of departments or offices are responsible for ensuring that procedures within their area of responsibility meet the requirements of Emory's records management program relative to record identification, control, maintenance, storage, and disposition. All employees are responsible for managing the records in their possession and in compliance with this schedule.

Title Circulation and Access Records

Description This series documents the borrowing of library materials. This series may include but is not limited to: name and identification of the borrower; titles of materials borrowed; due date; and overdue and fine payment notations.

Retention Retain 10 years after end of academic year.

Disposition Confidential destruction required

Citations

Title Collection and Artifact Loan Records

Description This series documents artifact and collection material loans to or from Emory collections. These records may include, but are not limited to: loan agreements, insurance documents, condition reports, facility reports, and shipping and receiving receipts.

Retention Retain 10 years from the end of loan period.

Disposition Confidential destruction required

Citations

Title Collection and Artifact Management

Description This series documents the acquisition, accession, preservation, storage, transfer, and disposition of artifacts and collections. This series may include, but is not limited to: appraisal/valuation reports, descriptions of artifacts/collections, provenance documentation, deeds of gift and sale, gift in kind forms, donor information, acquisition/accession information, copyright determination and license agreements/contracts, object/subject file, photographs, and documentation of conservation and preservation work such as condition/treatment reports, photographs, slides, and x-rays.

Retention Permanent

Disposition Records are ineligible for destruction, but eligible to be transferred to the University Archives.

Citations

Title Collection Catalog and Descriptive Records

Description This series documents the description, location, and identification of the collection and/or its major subdivisions. This series may include, but is not limited to: bibliographic records and finding aids.

Retention Retain until no longer administratively necessary.

Disposition Confidential destruction not required.

Citations

Title Course Reserve Records

Description This series documents the development and teaching of classes. This series may include, but is not limited to: notifications, notes, and planning materials.

Retention Retain 3 years from the end of the academic year.

Disposition Confidential destruction required

Citations

Title Environmental Control Records

Description This series documents monitoring of, and adjustments to, environmental conditions in collection areas. This series may include, but is not limited to: hydrothermograph charts and data from HOBO digital environmental monitors.

Retention Retain 10 years from the end of the academic year.

Disposition Confidential destruction not required

Citations

Title Exhibition and Public Outreach Records: Execution

Description This series documents the display and use of artifacts and collection materials within Emory's collections. This series may include, but is not limited to: contracts, panels, and labels.

Retention Retain until no longer administratively necessary.

Disposition Confidential destruction not required.

Citations

Title Exhibition and Public Outreach Records: Planning

Description This series documents the display and use of artifacts and materials within Emory's collections. This series may include, but is not limited to: lists of items included, scripts, renderings, publicity or advertisements, photographs of exhibits, audio/visual programs, and condition reports.

Retention Permanent

Disposition Records are ineligible for destruction, but eligible to be transferred to the University Archives.

Citations

Title Interlibrary Loan Records

Description This series documents requests made to Emory and requests made by Emory to borrow or loan of materials from the circulating collection. This series may include, but is not limited to: materials request forms, response, and billing information.

Retention Retain 5 years from the end of the academic year.

Disposition Confidential destruction required

Citations

Title Patron and Visitor Records

Description This series documents public tours or individual visits to Emory collections. The series may include, but is not limited to: weekly visitor statistics; sign-in sheets; patron logs; and guest books.

Retention Retain 3 years from the end of the academic year.

Disposition Confidential destruction is required.

Citations

Title Patron Identification and Registration Records: Archives

Description This series documents the identification and registration of patrons. This series may include, but is not limited to: applications for library cards, contact information, user agreements, and fines.

Retention Retain 10 year from expiration.

Disposition Confidential destruction required

Citations

Title Patron Identification and Registration Records: Libraries and Museum

Description This series documents the identification and registration of patrons. This series may include, but is not limited to: applications for library cards, contact information, user agreements, and fines.

Retention Retain 3 year from expiration or graduation, whichever is longer.

Disposition Confidential destruction required

Citations

Title Records Management Program Files

Description This series documents the administration of Emory's records management program. This series may include, but is not limited to: records destruction authorizations; records retention schedules; and policies and best practices.

Retention Retain 15 year from expiration.

Disposition Confidential destruction not required.

Citations
