



**School of Arts and Sciences**  
<http://as.tufts.edu>

**School of Engineering**  
<http://engineering.tufts.edu>

# Academic Departments & Programs

## School of Arts and Sciences

## School of Engineering

### Records Policy

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**Approved** School of Arts and Sciences  
School of Engineering  
Digital Collections and Archives

# Introduction

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## Purpose

This document defines the policies for managing university records at academic departments and programs in the School of Arts and Sciences and the School of Engineering. This document is for all Arts and Sciences and Engineering (ASE) staff and faculty in departments and programs with administrative responsibilities.

All departments, programs, and offices at Tufts University are responsible for properly managing their university records. This responsibility is defined by the University Records Policy (<http://dca.tufts.edu/?pid=19>). The Guidelines for Managing University Records (<http://dca.tufts.edu/?pid=48>) supports the Policy by providing broad advice on *how* to properly manage records. This records policy for academic departments and programs in ASE builds on these two documents by providing specific records policies and recordkeeping guidelines for the two schools.

## Overview

This document provides guidelines for ASE staff and faculty with administrative responsibilities to properly create, store, and destroy university records. It also gives instructions for transferring records of enduring value to the Digital Collections and Archives (DCA).

This records policy provides a records schedule that lists types of records, referred to as “record types,” that ASE staff and faculty create and/or manage. The schedule defines how long ASE staff and faculty should retain these records and what they should ultimately do with them.

## Questions

For questions about interpreting or implementing this policy or any questions about managing records, please contact:

### Eliot Wilczek

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Digital Collections and Archives  
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## Related Policies

### T&P Retention Policy for Academic Departments

Copy available on page 4 of this document.

### Tufts Faculty Handbook for Arts, Sciences and Engineering

<http://ase.tufts.edu/faculty-handbook/Default.htm>

### University Records Policy

<http://dca.tufts.edu/?pid=19>

### Guidelines for Managing University Records

<http://dca.tufts.edu/?pid=48>

### Subpoenas for University Records Policy

<http://inside.tufts.edu/policies/polsubpoenas.php>

### Business Conduct Policy

<http://finance.tufts.edu/?pid=12>

### Information Technology Responsible Use Policy

<http://uit.tufts.edu/?pid=444>

### For Assistance *Implementing the Records Policy*

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# Records Schedule Instructions

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## Overview

The records schedule articulates the policies for how long academic departments and programs in ASE keep their records and what they ultimately do with their records. An example of the schedule is below.

### Record Type

The name of the type (or category) of record managed by departments and programs. Examples include event records and accounts payable records. Most of the record types listed in the schedule are found in most departments and programs. For example, the record type for “Reports” refers to any type of report generated by any department or program.

### Retention Period

This defines how long departments and programs need to keep their records. For permanent records that should ultimately be transferred to the DCA the schedule does not indicate when to make the transfer. The precise timing of transferring records to the DCA will vary depending on department and programs’ business needs and the records’ formats. See Transfer Records to the DCA (page 13) for more details.

## Warning

Do not follow this records retention schedule to destroy records that are currently part of—or you are aware that they are going to be part of—any legal action or proceeding, litigation, audit, investigation, or review. For more information, see the Subpoenas for University Records Policy at <http://inside.tufts.edu/policies/polsubpoenas.php>.

### Disposition

This indicates what departments and programs should ultimately do with their records. Departments and programs will usually transfer records to their respective Dean’s Office or the DCA or confidentially destroy records.

### Notes

This contains further details about the retention and disposition of the record type. It may include information about creating, storing, and managing these records.

### Scope

The records schedule only articulates retention and disposition requirements for ASE academic departments and programs. It does not articulate policy for ASE administrative offices.

Record Type	Retention Period	Disposition	Notes
Accounts Payable Records	1 Year; <i>P-Card</i> 7 Years	Confidential Destruction	<ul style="list-style-type: none"> <li>• Official copy of Accounts Payable records (except P-Card records) are held by Finance Division</li> <li>• Official copy of P-Card records held by Widget Department.</li> </ul>
Policies and Procedures	Permanent	Transfer to DCA	<ul style="list-style-type: none"> <li>• Ensure the proper documentation of policies and procedures.</li> </ul>

**For Assistance**  
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Record Type	Retention Period	Disposition	Notes
Tenure and Promotion Case Records	Close of T&P Case	Confidential Destruction	<ul style="list-style-type: none"> <li>The management of T&amp;P case records is governed by the <b>T&amp;P Retention Policy for Academic Departments</b> issued by Dean Linda M. Abriola and Dean Robert J. Sternberg in August 2009. This policy is reproduced below.</li> <li>The official copy of T&amp;P case records are held by the Secretary of the Faculty.</li> <li>When the department has forwarded the official copy of the case file to the Secretary of the Faculty, maintain one working copy of the case file and confidentially destroy all other working copies of the case file. When the Trustees have issued their decision and the case is closed confidentially destroy the remaining working copy of the case file, regardless of the case outcome. See the T&amp;P Retention Policy below for more details.</li> </ul>
Second and Fourth Year Review Records	See Notes	See Notes	<ul style="list-style-type: none"> <li><i>Faculty who proceed to a T&amp;P Review:</i> Confidentially destroy review records at close of T&amp;P case along with T&amp;P case file.</li> <li><i>Faculty who separate from Tufts before a T&amp;P Fourth Year Review:</i> Transfer to respective Office of the Dean 3 years after separation.</li> </ul>

### **T&P Retention Policy for Academic Departments** *Dean Linda M. Abriola and Dean Robert J. Sternberg* August 2009

Once a department delivers the original dossier and copies of the case to the Secretary of the Faculty and the subcommittee (internal or external), the department should no longer maintain the file. The Secretary of the Faculty is then responsible for the maintenance of the original dossier going forward. The department may keep a working copy of the file while the T&P case is still active, but once the candidate has been informed of the Trustee decision, the file is no longer active and the department chair must ensure all paper and electronic files within the department should be confidentially destroyed. The Department Chair

should notify the Secretary of the Faculty via email to confirm all materials have been destroyed.

In the event that a tenure and promotion case is approved by the Trustee Academic Affairs Committee, the Secretary of the Faculty will retain the original case materials, including documents forwarded to the Trustees, for as long as she/he is a faculty member. All other paper and electronic copies of the case will be destroyed. The only materials that will be distributed back to the department are the boxes and/or binders in which the copies were placed, and any original books and/or publications that were included in the original dossier.

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### **T&P Retention Policy for Academic Departments** *continued*

In the event that a tenure and promotion case has been denied or withdrawn, the Secretary of the Faculty retains the original dossier for twelve years, and then the entire dossier is destroyed. The department should destroy all electronic materials and correspondence whether a case has been approved, denied or withdrawn.

If your department is maintaining files on tenure and promotion cases that were decided prior to 08-09, department chairs should ensure that all paper and electronic files are confidentially destroyed.

Below we outline some additional precautions to ensure that we maintain a heightened level of confidentiality with regard to T&P materials:

***Department Meeting*** A department collects a variety of materials and correspondence as it prepares for a tenure and promotion case. Much of this information is distributed to tenured faculty members in the department prior to the department meeting so they can have an informed discussion about a candidate. At the department meeting where a vote is taken, the department chair should collect all materials that were distributed prior to the meeting and ensure they are confidentially destroyed following the vote.

***Members of the External Subcommittee*** The two members of the department should delete all electronic materials in their possession and return all paper materials to the preparator to be confidentially destroyed once the case has been decided by the

Trustee Academic Affairs Committee. The two members of the Tenure and Promotion Committee will confidentially destroy all paper and elections materials in their possession once the case has been decided by the Trustee Academic Affairs Committee. The outside expert will receive instructions to confidentially destroy his/her copy of the dossier once the subcommittee report has been finalized and to destroy all electronic materials related to a case. Each member of the external subcommittee should notify the Chair of the subcommittee via email, with a copy to the Secretary of the Faculty, to confirm that all materials have been destroyed.

***Confidential, Mentee and Outside Referee Letters*** As stated in Statement 11, in an approved case, the Secretary of the Faculty retains the mentee letters and confidential letters from tenured members of the department for 3 years and then confidentially destroys them. If a case is denied or withdrawn, these letters are included with the original dossier for 12 years, and then the entire dossier is confidentially destroyed. Outside referees should be instructed to confidentially destroy the materials they have received once the department confirms receipt of their letter.

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## Records Schedule Faculty Personnel Records

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Record Type	Retention Period	Disposition	Notes
Faculty Personnel Records (Tenure and tenure-track faculty only)	Faculty Separation + 3 Years  <i>Payroll and ID Forms</i> See Notes for details.	Transfer to respective Office of the Dean	<ul style="list-style-type: none"> <li>This includes personnel records for only tenured and tenure-track faculty.</li> <li>These records include annual review materials.</li> <li>When a faculty member leaves Tufts, keep the faculty member's personnel file for 3 years, then transfer the file to the Office of the Dean (School of Arts and Sciences or Engineering as appropriate).</li> <li>Like staff records, confidentially destroy Payroll and Identification Forms of faculty after confirming payroll data in the HR service center. See Staff Personnel Records, page 7, for more details.</li> <li>Do not interfile faculty personnel records with administrative, research, or teaching records.</li> </ul>
Faculty Personnel Records (Non tenure-track faculty)	Faculty Separation + 6 Years  <i>Payroll and ID Forms</i> See Notes for details.	Confidential Destruction	<ul style="list-style-type: none"> <li>This includes personnel records for only full-time non-tenure track faculty, full- and part-time professors of practice, research faculty, and part-time lecturers.</li> <li>Like staff records, confidentially destroy Payroll and Identification Forms of faculty after confirming payroll data in the HR service center. See Staff Personnel Records, page 7, for more details.</li> <li>Do not interfile faculty personnel records with administrative, research, or teaching records.</li> </ul>
Faculty Employment Search Records	Completion of Search + 3 Years	Confidential Destruction	<ul style="list-style-type: none"> <li>This includes search records for full-time tenured and tenure-track faculty, full-time non-tenure track faculty, full- and part-time professors of practice, research faculty, and part-time lecturers.</li> <li>Search records for full-time tenured and tenure-track faculty, full-time non-tenure track faculty, full- and part-time professors of practice, and part-time lecturers are also held by the Affirmative Action Officer for the School of Arts and Sciences and the School of Engineering, and the Office of Equal Opportunity.</li> <li>Records concerning the successful job candidate should become part of that person's personnel file.</li> </ul>
Course Evaluations	10 Years	Confidential Destruction	<ul style="list-style-type: none"> <li>These records specifically refer to the raw data of evaluations, the score sheets and comments generated by individual students.</li> <li>Summary reports based on the raw data written by the TCU Senate are always part of the faculty member's tenure and promotion record.</li> </ul>

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Record Type	Retention Period	Disposition	Notes
Postdoctoral Associate and Fellow Personnel Records	See Notes	Confidential Destruction	<ul style="list-style-type: none"> <li>• These records refer to personnel records for postdoctoral associates and postdoctoral fellows.</li> <li>• These records include review materials. Advisors and postdoctoral associates or fellows should meet every six months to review the postdoctoral associate or fellow's research progress, performance, and career goals. The advisor and associate or fellow should complete a review form for every review meeting. Store completed review forms with an associate's or fellow's personnel record.</li> <li>• Treat these records as staff personnel records (page 7).</li> <li>• <b>Payroll and Identification Forms</b> This refers to direct deposit, I9, W4, copies of identification, and similar forms, but not <i>timesheets</i>. Confidentially destroy these records after confirming payroll data in the HR service center.</li> <li>• <b>Human Resources Personnel Forms</b> This refers to personnel documents, such as PAFs and PAF worksheets, that have an official copy held by Human Resources. Confidentially destroy these records when the Associate or Fellow separates from the University.</li> <li>• <b>Department and Program Personnel Records</b> This refers to employee records, such as performance reviews and correspondence, that do <i>not</i> have an official copy held by Human Resources. Confidentially destroy these records six years after the postdoctoral associate or fellow separates from the University (associate or fellow separation + 6 years).</li> </ul>
Postdoctoral Associate and Fellow Payroll Records	4 Years	Confidential Destruction	<ul style="list-style-type: none"> <li>• This includes paper timesheets that managers use to enter hours in PeopleSoft HR.</li> </ul>
Postdoctoral Associate and Fellow Search Records	Search Completed + 3 Years	Confidential Destruction	<ul style="list-style-type: none"> <li>• Search committee chairs may collect search records from other members of the committee when the search closes.</li> <li>• Records concerning the successful job candidate should become part of that person's personnel file.</li> </ul>

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Record Type	Retention Period	Disposition	Notes
Staff Personnel Records	See Notes	Confidential Destruction	<ul style="list-style-type: none"> <li>• <b>Payroll and Identification Forms</b> This refers to direct deposit, I9, W4, copies of identification, and similar forms, but not <i>timesheets</i>. Confidentially destroy these records after confirming payroll data in the HR service center.</li> <li>• <b>Human Resources Personnel Forms</b> This refers to personnel documents, such as PAFs and PAF worksheets, that have an official copy held by Human Resources. Confidentially destroy these records when the employee separates from the University.</li> <li>• <b>Department and Program Personnel Records</b> This refers to employee records, such as performance reviews and correspondence, that do <i>not</i> have an official copy held by Human Resources. Confidentially destroy these records six years after the employee separates from the University (Employee separation + 6 years).</li> </ul>
Staff Personnel Payroll Records	4 Years	Confidential Destruction	<ul style="list-style-type: none"> <li>• This includes paper timesheets that managers use to enter hours in PeopleSoft HR.</li> </ul>
Staff Employment Search Records	Search Completed + 3 Years	Confidential Destruction	<ul style="list-style-type: none"> <li>• Search committee chairs may collect search records from other members of the committee when the search closes.</li> <li>• Records concerning the successful job candidate should become part of that person's personnel file.</li> </ul>
Student Employee Payroll and Personnel Records	See Notes	Confidential Destruction	<ul style="list-style-type: none"> <li>• Treat student employee personnel records and payroll records as staff personnel records and payroll records respectively.</li> </ul>

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Record Type	Retention Period	Disposition	Notes
Accounts Payable Records	Purchase Confirmed  <i>P-Card Records</i> 7 Years	Confidential Destruction	<ul style="list-style-type: none"> <li>• <b>General Accounts Payable Records</b> This includes A/P records like pay-outs, IDRs, and Expense transfers. This does <i>not</i> include P-Card records. The Finance Division holds the official copy of these A/P records. Retain these A/P records until the department or program has reviewed and accepted the corresponding financial reports from the Finance Division. Then confidentially destroy the records. Departments and programs may destroy these records immediately after accepting the financial reports or at the close of every fiscal year.</li> <li>• <b>P-Card Records</b> Departments and programs hold the official copy of P-Card records. Retain P-Card records for 7 years, then confidentially destroy the records. For P-Card records documenting purchases on sponsored accounts, retain for the life of the grant or contract + 7 years, then confidentially destroy.</li> <li>• <b>A/P Records documenting the purchase of equipment or services</b> Departments and programs may retain records for life of the equipment or warranty, plus one additional year (plus seven additional years for P-Card purchases), as needed. Then confidentially destroy the records.</li> </ul>
Budget Records	Until No Longer Needed	Confidential Destruction	<ul style="list-style-type: none"> <li>• Official copy of budget records are held by the Finance Division.</li> <li>• Destroy print-outs or downloads of periodic budget and expense reports from PeopleSoft Financials when verification of data is complete.</li> <li>• Retain budget data to formulate upcoming budgets as needed. Nearly all budget data is retained by the Finance Division and can be accessed by those with appropriate privileges at their convenience.</li> <li>• Summary budget reports may have enduring value and may be transferred to the Digital Collections and Archives.</li> </ul>

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Record Type	Retention Period	Disposition	Notes
Publications	Permanent	Transfer to DCA	<ul style="list-style-type: none"> <li>This includes, but is not limited to, newsletters, brochures, and flyers, created by departments and programs.</li> <li>Transfer two copies of paper publications and one copy of digital publications to the DCA.</li> <li>Destroy working documents that lead to a publication, such as draft articles and notes, when no longer needed.</li> <li>Destroy extra copies of publications when no longer needed.</li> </ul>
Policies and Procedures	Permanent	Transfer to DCA	<ul style="list-style-type: none"> <li>Ensure the proper documentation of policies and procedures.</li> <li>Transfer all enacted versions of policies and procedures to the DCA. Do not overwrite a policy or procedures; make separate, new versions when updating policies or procedures.</li> <li>Document who approved policies and procedures and when.</li> <li>Document policies' and procedures' effective dates and distribution.</li> </ul>
Meeting Minutes	Permanent	Transfer to DCA	<ul style="list-style-type: none"> <li>Minutes should focus on documenting the actions taken and decisions made by the entity meeting; minutes do not need to record everything said at a meeting.</li> </ul>
Event Records	Permanent	Transfer to DCA	<ul style="list-style-type: none"> <li>This consists of a wide variety of records that document events—such as flyers, announcements, and programs—and the planning of events—such as correspondence and memos.</li> <li>If possible, remove and destroy transitory documents from event records before transferring to the DCA.</li> </ul>
Reports	Permanent	Transfer to DCA	<ul style="list-style-type: none"> <li>This includes regular periodic reports, such as annual, quarterly, or monthly reports, and one-time, project, or special reports.</li> <li>Do not transfer to the DCA widely distributed Tufts reports received from outside the department or program.</li> <li>Confidentially destroy duplicate copies of reports when no longer needed.</li> </ul>

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Record Type	Retention Period	Disposition	Notes
Subject and Project Files	Permanent	Transfer to DCA	<ul style="list-style-type: none"> <li>Many subject and project files have transitory documents which may be confidentially destroyed when they are no longer needed or before they are transferred to the DCA.</li> </ul>
Departmental Course Listings	Permanent	Transfer to DCA	<ul style="list-style-type: none"> <li>Transfer two copies of paper course listings and one copy of digital course listings to the DCA.</li> <li>Destroy extra copies of course listings when no longer needed.</li> </ul>
Course Materials	Permanent	Transfer to DCA	<ul style="list-style-type: none"> <li>One copy of course materials such as syllabi or reading lists held by departments or programs may be transferred to the DCA.</li> </ul>

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## Create & Organize Records

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### Electronic Records Storage

Store departmental and program records in the appropriate folders on the Q and P drives. The Q and P drives are secure storage locations backed-up by UIT every night. If staff run out of P or Q drive space, they should contact their support provider.

Create folders on the Q and P drives as needed. Folder titles on Q drives should make sense to all members of the department or program.

For individual documents stored on Q drives, create file names that make sense to all members of the department or program.

### Paper Records Storage

Store paper records in offices and staff work areas as appropriate. File paper records shared by multiple staff in a manner that makes sense to all staff that use the records.

Do not store paper records in areas where department or program staff cannot control access. If staff run out of space to store paper records contact the University Records Manager, who will help find an appropriate storage solution.

### Committee Records

Chairs of committees hold the official copy of committee records. They are responsible for ensuring that their committee records are managed properly.

This entails:

- Ensuring that the committee creates the records needed to properly document its activities
- Ensuring that committee records are properly filed and stored
- Knowing the proper retention period and disposition of committee records.

Committee members usually have unofficial copies of committee records. They can usually confidentially destroy these records when they no longer need to use them—as long as the chair has copies of these records. See Destroy Records (page 12) for more information about confidential records destruction.

### Managing Versions of Records

Never overwrite finalized documents, particularly presentations, policies, procedures, and periodic reports.

For example, when updating a section of a policy, create a new version of the policy document and modify the new version of the document as needed. This will allow departments and programs to document its policy history.

#### For Assistance *Implementing the Records Policy*

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# Destroy Records

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## Records Requiring Confidential Destruction

Most administrative, financial, and personnel records that need destruction should be destroyed confidentially. Rather than trying to judge if a document has sensitive information, it is safer and more efficient to confidentially destroy most work documents that require destruction.

## Confidentially Destroying Paper Records

Use either a cross-shredder (ideal for small amounts of records) or an information destruction vendor to destroy records confidentially. Vendors will leave bins with a department or program and pick them up for destruction when they are full. For questions about selecting a vendor, please contact Eliot Wilczek (eliot.wilczek@tufts.edu, 6-2439).

## Confidentially Destroying Electronic Records

### *P and Q Drives*

Delete appropriate files on the P and Q drives as one normally would. This is sufficient for destroying records confidentially.

### *Media*

Contact your support provider about securely destroying records stored on computer hard drives, CDs, thumb drives, or other media.

### *Email*

Securely destroying messages in most email programs requires deleting a message and then emptying the trash.

## Warning

Never destroy records that are currently part of—or you are aware that they are going to be part of—any legal action or proceeding, litigation, audit, investigation, or review. For more information, see the Subpoenas for University Records Policy at <http://inside.tufts.edu/policies/polsubpoenas.php>.

## Systematic Destruction

Staff should confidentially destroy records on a regular and systematic basis. Staff should not wait until their paper and electronic storage areas become full to destroy records. Staff should confidentially destroy records:

### *Daily*

Staff should confidentially destroy transitory work documents when the documents are no longer needed. These include drafts, notes, and extra copies of documents.

### *Project Conclusion*

As part of their work concluding a special project, staff may confidentially destroy records that supported a project but are no longer needed as the project has ended. This does *not* include records that document a project in a substantive way or records that need to be kept for a certain period of time after a project finishes.

### *Annually*

By following the records retention schedule in this policy, staff will have a set of records they need to confidentially destroy at the conclusion of every fiscal year.

## For Assistance Implementing the Records Policy

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## Transfer Records to the Digital Collections and Archives

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### Identifying Records for Transfer

Records of enduring value (see pages 9 and 10) should be transferred to the DCA at an appropriate time. Use the records schedule in this document to identify records with enduring value.

### Transfer Schedule

Staff should transfer records of enduring value systematically, usually at the end of every fiscal year. Staff may have a backlog of records that they need to transfer to the DCA at other times of the year.

#### *Paper Records*

Staff should determine how long they need to keep paper records of enduring value by calculating how often they refer to those records. Paper records should remain with departments and programs until the records are no longer actively used. When the records become inactive (used less than a couple of times a year) departments and programs can transfer the records to the DCA.

#### *Electronic Records*

Staff should transfer copies of electronic records of enduring value to the DCA at the end of every fiscal year (or other appropriate times). Staff can easily keep an electronic copy of the records they transfer to the DCA. Staff can keep these copies until they no longer need them.

### Contact

For assistance transferring records to the DCA or identifying the appropriate records to transfer, contact:

#### **Veronica Martzahl**

Records Archivist  
Digital Collections and Archives  
veronica.martzahl@tufts.edu  
7-4588

### For Assistance

#### *Implementing the Records Policy*

**Eliot Wilczek**  
University Records Manager  
Digital Collections and Archives  
eliot.wilczek@tufts.edu  
6-2439

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### Transferring Electronic Records

1. Identify records for transfer to the DCA using the records schedule in this document or in consultation with the University Records Manager.
2. Create an inventory of the records being transferred in a spreadsheet. The inventory should be as detailed as needed.
3. Complete the online Transfer Notification Form at: <http://dca.tufts.edu/?pid=68>.
4. You will receive an email with a link to the Transfer Agreement Form which will include an electronic dropbox.
5. Complete the Transfer Agreement Form and attach your inventory to the form.
6. Upload your files into the electronic dropbox.
7. When DCA staff retrieve the records from the dropbox, the DCA will send an acknowledgment of the transfer to the appropriate staff member.

### Transferring Paper Records

1. Identify records for transfer to the DCA using the records schedule in this document or in consultation with the University Records Manager.
2. Pack records in 12" x 10" x 15" boxes. Pack the records in the order that they were stored. If possible, do not use hanging file folders.
3. Label the boxes on the side under the handle:  
[Department or Program]  
[Record Type(s)]  
[Box number (1 of 3, 2 of 3, etc.)]
4. Create an inventory of the records being transferred in a spreadsheet. The inventory should be as detailed as needed.
5. Complete the online Transfer Notification Form at: <http://dca.tufts.edu/?pid=68>.
6. You will receive an email with a link to the Transfer Agreement Form.
7. Complete the Transfer Agreement Form and attach your inventory to the form.
8. Make arrangements for delivering the records to the DCA by contacting:  
**Veronica Martzahl**  
Records Archivist  
Digital Collections and Archives  
[veronica.martzahl@tufts.edu](mailto:veronica.martzahl@tufts.edu)  
7-4588
8. When the records arrive at the DCA, the DCA will send an acknowledgment of the transfer to the appropriate staff member.

#### For Assistance *Implementing the Records Policy*

**Eliot Wilczek**  
University Records Manager  
Digital Collections and Archives  
[eliot.wilczek@tufts.edu](mailto:eliot.wilczek@tufts.edu)  
6-2439

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### Using Paper Records

Staff can use paper archival records in the DCA reading room on Level G of the Tisch Library building.

#### Reading Room Hours

Monday–Friday, 9:00AM–4:00PM  
Closed all University holidays.

The DCA is happy to accommodate staff by copying department and program records as appropriate.

Please contact the DCA ahead of time. The DCA stores some of its archival records offsite, which requires a next business day retrieval time.

### Using Electronic Records

Please contact the DCA to use electronic archival records held by the DCA. The DCA will send a copy of the appropriate electronic records to the requesting staff.

Some Tufts publications, such as the *Tufts Daily*; photographs, and other digital objects related to Tufts history are available online in the Tufts Digital Library at <http://dl.tufts.edu/>.

### Contact

For questions about using archival records—both department and program records and other archival and manuscript collections—held by the DCA, contact:

#### Susanne Belovari

Archivist for Reference and Collections  
Digital Collections and Archives  
[susanne.belovari@tufts.edu](mailto:susanne.belovari@tufts.edu)  
7-3631

### Access to Department and Program Records

Access to all department and program records transferred to the DCA are restricted for 20 years from the date of records creation. The DCA may extend or shorten this restriction period in consultation with the department or program. Departments and programs may grant users permission to view restricted records.

Department and program records transferred to the DCA that were widely distributed at the time of their creation (newsletters, hand-outs, web documents) have no access restrictions.

For more information about access restrictions see the DCA's General Policy on Access to University Records at <http://dca.tufts.edu/?pid=17>.

#### For Assistance

##### Implementing the Records Policy

Eliot Wilczek  
University Records Manager  
Digital Collections and Archives  
[eliot.wilczek@tufts.edu](mailto:eliot.wilczek@tufts.edu)  
6-2439