

The University of Akron
University Libraries
Archives and Special Collections

Records Management Guidelines

Subject: Records Disposition

Form #: A-002

Revision Date: 11/15/2023

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Pursuant to Board of Trustees Rule 3359-11-11 the following guidelines have been created to explain the process to approve the disposition of university records that are due for destruction, according to the UA Records Retention Schedule, or to provide rationale that justifies a change in the mandated disposition of these records.

1. **Office of Origin:**

Listed on the Records Disposition Report # RM-004 are the records due for destruction. This report will be sent from the University Records Manager to each office of origin when records that are being stored at Archives and Special Collections of University Libraries are due for destruction under the UA Records Retention Schedule. Each office of origin head will need to review the report and approve, sign, and date in the spaces provided, thus approving the destruction of the records. Once signed by the office of origin, the completed report is to be returned to the University Records Manager to be forwarded to the Office of General Counsel for review and approval.

If for any reason the destruction of these records needs to be delayed, the office of origin must indicate this in the "Reason for Delay" section of the report and return the report to the University Records Manager. If the report cannot be approved, contact the University Records Manager at 330-972-8182 or hkempseverence@uakron.edu. Information pertaining to the legal retention periods for university records is found on the UA Records Retention Schedule on the Office of General Counsel's website: https://www.uakron.edu/ogc/legal-policies-and-procedures/Records_Retention_Schedule_Updated_2023_11_15.pdf.

2. **Office of General Counsel:**

Upon receipt, the Office of General Counsel will review the approved report. If the destruction of the records is approved pursuant to the UA Records Retention Schedule, the approved report will be signed and forwarded to the University Records Manager. If the Office of General Counsel does not approve the disposition report, the Office of General Counsel will discuss with the office of origin and the University Records Manager.

3. **University Records Manager and University Archivist:**

Upon receipt of the approved report from the Office of General Counsel, the University Records Manager and the University Archivist will review the Records Disposition Report. If the University Archivist approves the destruction, the University Records Manager will schedule destruction of the records detailed on the report. Once the destruction of the records is complete, the University Records Manager will sign the report as the final step of the destruction process. If the report is not approved, the University Archivist will notify the University Records Manager and note the reason on the form (i.e. the records are archival and must be permanently retained, the records have not met their legal retention requirements, etc.).