THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	General University Policies and Procedures	**Number:**	601.8
		Revised:	
SUBJECT:	University Archives and Records*	**Date Issued:**	6/1/92
		Attachment(s)	0
APPLIES TO:	Regular Faculty and Staff		
ISSUED BY:	Office of the President		

I. Policy

For the purposes of this policy, "university records" are defined as all records, regardless of their form, prepared, owned, used, in the possession of, or retained by administrators, faculty acting in administrative capacities, and staff of university units in the performance of an official function.

A. Executive officers and staff of central administrative offices, deans, other administrators, and staff of the respective colleges and schools, and departmental, center, institute, library, museum, and program administrators and staff create and maintain university records in the course of their duties. It is the responsibility of all such administrators and staff, in cooperation with the Bentley Historical Library's University Archives and Records Program, to ensure that these records are activities of the university community are transferred to the archives for retention.

B. The retention and disposition of records generated by university units shall comply with procedures outlined in the University Archives and Records Program Manual and in the Standard Practice Guide.

C. University records are public records and once fully processed are generally open to research use. Specific records that contain personally identifiable information may be closed to protect individual privacy. The closure of university records is subject to compliance with applicable laws.

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* This policy is not to be used in interpreting University's obligations under the Michigan Freedom of Information Act, the Family Educational Rights and Privacy Act, or any other laws. Questions concerning the application of these laws should be directed to the Office of the General Counsel.