

University of North Alabama, University of South Alabama, and the University of West Alabama.

The mandated function of each of the public universities of Alabama is to provide education to its clients. The universities are some of the agencies responsible for performing the Client Services function of Alabama government.

In the performance of their mandated function, the universities may engage in the following subfunctions.

Each university has requirements that must be met for a student to be accepted for enrollment at the university. Students apply to the university, and the university verifies the application materials and decides to accept or deny the application. Some accepted applicants may be placed on probation until certain criteria are met. Failure to meet these criteria may result in the student losing his/her acceptance to the university. Each university has other policies governing students, including their academic requirements, that when broken, may result in the students being disciplined and/or expelled. These expulsions may be appealed, in some instances, to the university's discipline oversight committee.

Teaching is the primary activity of this subfunction, which is the direct link between the university and the individual student, and is the process that all other education activities support. Universities also use internships to convey knowledge. Other areas under this subfunction include those that support the learning process, e.g., university libraries, museums, archives, and learning centers.

participate in sports, to explore personal interests and possible future professions through clubs and organizations, and to experience the democratic process through school elections. The universities also offer career and educational guidance.

Universities coordinate campus safety. These activities may include,

offices or facilities; providing for security and/or insurance for property; and assigning, inspecting, and maintaining university property, including vehicles.

The

_____ The Archives Division recommends the following records as permanent.

These records are summary documentation of the recruitment process and are necessary to document the activities of this subfunction.

These records document policy and rule development by the university, proposals, and required reporting by the departments and committees to the board. These records may include meeting agendas, minutes, reports, and proposals, as well as documentation of the award of honorary degrees and citations.

These records, which may include minutes and recommendations, are necessary to document policy and rule development by the university.

These records are created by committees other than university-wide standing committees, also known as “ad hoc committees,” such as those formed to create or examine policies affecting university students, faculty, and staff. They are necessary to document policy and rule development by the university.

These records, which do not include routine correspondence, document the policies and actions of the universities.

These records, which include staff manuals, document the guidelines, policies, and procedures of the universities.

These records document accreditation reviews by accrediting agencies and are necessary for use in future revCH7 (e)m10 (w)4 (s)-1 (a)4 (n (i)- (ur)3 (e)4 ()-u)4 (s)-1 (efnd r)3 (ul)3 (y t)-2reseat-2 (c)po universit.

These documents provide a record of gifts given to the institution by senior classes. These documents may include, but are not limited to, gift lists, gift histories, record of gift placement arrangements, and related documentation.

Documents related to gifts and bequests including copies of wills, copies of deeds and titles, maps and surveys (if applicable), and records of establishment of and use of monies generated by trust fund or endowment.

The following financial records are required to be kept permanently for historical and accounting purposes: tuition and fee schedules, university budgets, annual endowment fund reports, charts of accounts, general ledgers, annual financial statements, and annual payroll earnings records. Other financial records are listed separately and have temporary retention requirements.

The university budget is the official final budget for the university for the fiscal/academic year. It is necessary to document the budget the university worked under for a given year.

These reports are created at the end of a grant project as required by the grantor. The reports are necessary to document the activities and results of grant projects.

These records document the university's process of searching for and selecting candidates for president/chancellor.

1. Recruitment Materials and Records – Reports
2. Student Handbooks

1. Course and Curriculum Records – Records of approved classes
2. Special Program Files
3. Archives Records – Accession/deaccession records, collection catalog information, and control files for manuscripts and artifacts

1. Final Grades
2. Graduation Lists
3. Individual Student Academic Records – Other individual student academic records
4. Class Withdrawal Records – Withdrawal authorizations

1. Student Publications – University-wide
2. Athletics Case Files/Infractions Files – Files of substantiated allegations
3. Official Squad Lists

1. Research Project Records – Final reports and publications
2. Research Policies

1. Board of Trustees Records
2. Records of University-Wide Standing Committees – University-wide standing committee minutes, agendas, packets, and recommendations
3. Records of Other Committees – Committee conclusions not reported in standing committee minutes or packets
4. President's/Chancellor's/Vice President's/Athletic Director's Files
5. Policies and Faculty Handbooks
6. Accreditation Records – Final assessment/self-study reports and responses
7. Annual Reports (includes university, school/college, and unit reports)
8. Strategic Plans
9. Representational Final Versions of Informational and Promotional Materials

10. Photographs – Selection of representative photographs (including high quality and/or published photographs)
11. Audiovisual Recordings – Final and/or edited audiovisual recordings
12. Website and Social Media Site(s)
13. Class Gift Records
14. Records of Gifts and Bequests to the University

1. Permanent Financial Documentation (tuition and fee schedules, annual endowment fund reports, charts of accounts, general ledgers, annual financial statements, and annual payroll earnings records)
2. Budget Records – University budget
3. Grant Records – Externally funded – Data management plan
4. Grant Records – Externally funded – Final reports/publications

1. Search Committee Files – President/chancellor search committee files

University and/or ADAH staff members are available to work with the university in determining the best location and storage conditions for the long-term care and maintenance of permanent records. Many of these records should be offered to the university's own archives for permanent storage.

d. Residency Reclassification Records

Disposition: Temporary Record. Retain for useful life.

Note: Foreign students may request the return of some of these records.

These records document investigations and disciplinary actions taken against students for violations of university rules and regulations.

Disposition: Temporary Record. Retain 5 years after closure of case file or until the student leaves the university, whichever is longer.

These records document student requests that their personally identifiable information, which generally consists of name, address and telephone number, not be released. Also includes requests to forward student academic transcripts to other agencies, educational institutions or to the students. Disposition: Temporary Record. Retain 1 year or until no longer applicable, whichever is longer.

These handbooks are produced by the university to provide information to students about the university and its operation.

Disposition: PERMANENT RECORD.

These records include programs of instruction approval files, class/course schedules, university catalogs/bulletins, and proposals and justifications for new courses and changes to courses.

a. RECORDS OF APPROVED CLASSES

Disposition: PERMANENT RECORD.

b. Records of classes not approved

Disposition: Temporary Record. Retain for useful life.

These records contain materials on proposed academic programs that must be submitted to the Commission on Higher Education for approval. Much of the material in these files is duplicated in other commission records that have been designated as archival.

Disposition: Temporary Record. Retain 5 years.

These records are created to document what the teacher expects of the students and to outline assignments and due dates.

Disposition: Temporary Record. Retain for life of appeals process.

These records include last date of attendance reports or similar documentation used to determine compliance with federal loan guidelines.

Disposition. Temporary Record. Retain for 3 calendar years after the end of the semester (34 CFR 668.24).

These are records created in the management of the archives.

- a. ACCESSION/DEACCESSION RECORDS, COLLECTION CATALOG INFORMATION, AND CONTROL FILES FOR MANUSCRIPTS AND ARTIFACTS
Disposition: PERMANENT RECORD.
- b. Accession/Deaccession Records, Collection Catalog Information, and Control Files
Disposition: Temporary Record. Retain for useful life.
- c. Control Worksheets/Logs (Archives Manuscripts Control [AMC], Book Cataloging Forms, and Inventory Control Records)
Disposition: Temporary Record. Retain 1 year after data verification.
- d. Condition Reports of Non-permanent Records, Finding Aides, and Holdings Inventory Records
Disposition: Temporary Record. Retain until superseded or obsolete.
- e. Recording Hygrothermograph Charts
Disposition: Temporary Record. Retain 1 year.

These evaluations are forms that are filled out by students enrolled in the class. The students rate the course and/or teacher. The evaluations are generally summarized in a report, which is used by the university and teacher to improve the course and its presentation.

- a. Filled out evaluations
Disposition: Temporary Record. Retain until completion of summary report or 3 years if no report is created.
- b. Summary Reports
Disposition: Temporary Record. Retain 3 years.

These records document individual students in individual college and department offices and include grade change documentation, advanced credit posting authorizations, and student teaching program and certification records.
Disposition: Temporary Record. Retain 5 years.

These records document the grades given by an instructor to the members of a particular class.
Disposition: PERMANENT RECORD.

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These reports are created to provide statistical information on student

b. Other

Disposition: Temporary Record. Retain for useful life.

These records document graduation authorizations to verify degree requirements.

Disposition: Temporary Record. Retain 5 years after date of student's last attendance.

These records document the application for graduation.

Disposition: Temporary Record. Retain 1 year after date of student's last attendance.

Student files for non-academic programs created to provide ESL certification, immigration services, veteran services, career placement, and other services beyond and/or in cooperation with those provided by academic programs. Any academic records related to certification should be maintained in accordance with Evaluating Performance

- b. Records of Scholarships Not Awarded
Disposition: Temporary Record. Retain 3 years.

These records document

These records document the administration and activities of university-funded radio and television stations.

Disposition: Temporary Record. Retain 3 years.

The United States Department of Commerce requires documentation of requisitions and insurance for radio equipment used in radio wave broadcasts to be kept 10 years.

Disposition: Temporary Record. Retain 10 years.

. These records document use of facilities on campus. These documents may be from faculty, staff, students, or the public; however, funds are used to support student activities.

Disposition: Temporary Record. Retain 1 year after expiration of contract.

These records document the daily dispensing of drugs by athletic department staff.

Disposition: Temporary Record. Retain 6 years.

Consists of university produced films of university sporting events.
Disposition: Temporary Record. Retain for useful life. Prior to disposition, check with the university archives for possible extended retention.

These records document injuries to university athletes and athletics staff as well as to members of intramural teams. The records include accident reports, medical records, x-rays, photographs, affidavits, correspondence, billing information, and other related records.

- a. Medical records
Disposition: Temporary Record. Retain 10 years.
- b. Non-medical records
Disposition: Temporary Record. Retain 5 years.

These records document student athletes' intentions of attending a specific university.

Disposition: Temporary Record. Retain 6 years or until resolution of all official actions, whichever is longer.

These records document the investigation of suspected/confirmed infractions of rules and regulations.

- a. FILES OF SUBSTANTIATED ALLEGATIONS
Disposition: PERMANENT RECORD.

b. Files of unsubstantiated allegations

Disposition: Temporary Record. Retain 6 years after closure.

These records provide information on the frequency and types of injuries in each sport.

Disposition: Temporary Record. Retain 1 year after end of the year in which the record was created.

The transmittal forms document each traffic ticket given and its receipt by the appropriate court. The receipt books document the issuance of UTTC books to each officer.
Disposition: Temporary Record. Retain 5 years.

These records document assistance provided by officers.
Disposition: Temporary Record. Retain 5 years.

These records document the date and time of arrest, arrestee's name, personal information, location of arrest, and cause of arrested.
Disposition: Temporary Record. Retain 2 years after disposition of case.

These records document all traffic accidents that occur within university police jurisdiction and contain information on time and location of accident, description of the drivers and vehicles involved, victim information, narrative and diagramed description, roadway description, and witness information.
Disposition: Temporary Record. Retain 5 years.

These are reports made by felony awareness patrols.
Disposition: Temporary Record. Retain 5 years.

These are logs of accidents responded to by university police.
Disposition: Temporary Record. Retain 3 years.

These are records of police responses to incidents involving fatalities, stolen vehicles, and wanted persons.
Disposition: Temporary Record. Retain 3 years.

These are records of traffic accidents resulting in death.
Disposition: Temporary Record. Retain 5 years after disposition of case.

These records document incidents/offenses and accidents that occur on the university campus and surrounding streets that violate university and/or local laws and regulations. They contain case number, type of report, date, time, complainant or victim, address, and details of report.

- a. Records of Felonies
Disposition: Temporary Record. Retain 25 years after final disposition of the case.
- b. Records of Misdemeanors
Disposition: Temporary Record. Retain 10 years after final disposition of the case.

These records are summary reports of violations.
Disposition: Temporary Record. Retain 3 years.

daily activities of officers.

These records are created to document the

These records document investigations by the department.

a. Records of Felonies

Disposition: Temporary Record. Retain 25 years after final disposition of the case.

b. Records of Misdemeanors

Disposition: Temporary Record. Retain 10 years after final disposition of the case.

These records document the consent by subject to a police search.

Disposition: Temporary Record. Retain 5 years.

These records are used to track how long a vehicle has been abandoned.

Disposition: Temporary Record. Retain 7 days.

These records document the use of wrecker services.

Disposition: Temporary Record. Retain 3 years.

These records document the request by a vehicle's owner for a wrecker.

Disposition: Temporary Record. Retain 3 years.

These records provide information on the wrecker services used by the police.

Disposition: Temporary Record. Retain for useful life.

These records document the inspection of alcohol-breathing instruments.

Disposition: Temporary Record. Retain until disposition of alcohol breath-testing instrument.

These records provide a cross reference or summary of the incidents or offenses involving a single individual and contain personal information and date and type of incident/offense.

Disposition: Temporary Record. Retain until no longer useful.

These records document the dispatch of campus police officers to investigate disturbances or possible crimes.

Disposition: Temporary Record. Retain 3 years.

These records are created over the course of a research project and document procedures, steps taken, and results. For projects associated with grants, see “Grant Records” under “Administering Internal Operations: Managing Finances.”

a. FINAL REPORTS AND PUBLICATIONS

Disposition: PERMANENT RECORD.

b. Research Data/Findings

Disposition: Temporary Record. Retain until completion of final report. Prior to disposition, check with staff members of the Office of Research, University Legal

- a. UNIVERSITY-WIDE STANDING COMMITTEE MINUTES, AGENDAS, PACKETS, AND RECOMMENDATIONS.
Disposition: PERMANENT RECORD.
- b. University-Wide Standing Committee Administrative Records. This series encompasses records generated in the course of organizing and administering university-wide standing committees. This may include, but is not limited to, committee attendance records and leadership ballots.

document accreditation reviews by accrediting agencies. These records

- a. FINAL ASSESSMENT/SELF-STUDY REPORTS AND RESPONSES
Disposition: PERMANENT RECORD.
- b. Other records
Disposition: Temporary Record. Retain until completion of next accreditation review.

records document activities by the university and by each unit. These
Disposition: PERMANENT RECORD.

This series encompasses formal plans documenting goals for the institution. They typically, but not exclusively, address three to five years of future plans.
Disposition: PERMANENT RECORD.

Disposition: PERMANENT RECORD.

Disposition: Temporary Record. Retain for useful life.

- a. SELECTION OF REPRESENTATIVE PHOTOGRAPHS (INCLUDING HIGH QUALITY AND/OR PUBLISHED PHOTOGRAPHS)
Disposition: PERMANENT RECORD.
- b. Photographs Outside of Representative Selection (Including Duplicative and Poor Photographs)
Disposition: Temporary Record. Retain for useful life.
- c. Copyright and Reproduction Records for Photographs
Disposition: Retain for life of photograph.
- d. Photographs Taken for Internal or Reference Use
Disposition: Temporary Record. Retain for useful life.

b. Footage (Including Stock and Raw Audiovisual Recordings)

Information on individuals,
organizations, foundations, or corporations.
Disposition: Temporary Record. Retain for administrative use.

Documents related to
gifts and bequests including copy of will, copies of deeds and titles, maps and surveys (if
applicable), and records of establishment of and use of monies generated by trust fund or
endowment.
Disposition: PERMANENT RECORD.

These records are financial

These records document the requisitioning and purchasing of supplies and equipment, receipting and invoicing for goods, and authorizing payment for products.

Disposition: Temporary Record. Retain 1 year after completion of audit.

These records may include, but are not limited to, records of original entry such as journals, registers, and subsidiary ledgers; records of funds deposited outside the state treasury, and electronic fund transfer files. These records document receipts and disbursement of funds by the university. For accounting records related to grants, see entry "Grant Records."

Disposition: Temporary Record. Retain 1 year after completion of audit.

- b. Records of funded grants. These records may include, but are not limited to, completed applications, agency agreed upon periodic reporting, and financial documentation.
Disposition: Temporary Record. Retain 6 years after submission of final report.
- c. Records of funded grants (National Science Foundation)
Disposition: Temporary Record. Retain 10 years after close of case file.
- d. DATA MANAGEMENT PLAN. The data management plan, required by federally funded grants and potentially required by other sources, may include, but is not limited to, such information as to what data is collected, if the data is restricted or publicly available, what information will be provided to the funding institution, and how and where the information will be stored. The data management plan is crucial in providing background documentation of research and results.
Disposition: PERMANENT RECORD
- e. Research Data/Findings
Disposition: Retain as specified by the data management plan.

Note: For research project files not associated with grants, see the “Conducting Research” section.

- f. FINAL REPORTS/PUBLICATIONS: Series includes grant final reports and publications. This series also encompasses grant proposal files and committee minutes for successful grants from the National Science Foundation.
Disposition: PERMANENT RECORD.

Faculty and staff have opportunities to apply for

d. Final Reports/Product

Disposition: Temporary Record. Retain 5 years.

These records document the institution's eligibility to disburse Title IV funds and consists of fiscal operations reports, agreements to participate, and related correspondence.

Disposition: Temporary Record. Retain for 7 years.

These records document overdue accounts such as library fines, parking tickets, loan payments, or payments for services rendered and include past due accounts receivable, bad debt actions, and delinquent action reports.

Disposition: Temporary Record. Retain 1 year after completion of audit.

These records document the payments made by the university into the social security fund.

Disposition: Temporary Record. Retain for 50 years after the fiscal year in which the transaction occurred.

These records document the monthly report of wages and social security contributions paid by the university to each employee.

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Disposition: Temporary Record. Retain for life of warranty.

These records document the recruitment of employees by the university.

Disposition: Temporary Record. Retain 1 year after completion of audit.

These records concern charges or complaints made against the university relating to violations of affirmative action or equal employment opportunity regulations.

- c. Application materials for individuals considered for employment but not hired, including background checks
Disposition: Temporary Record. Retain 3 years.
- d. Application materials for hired individuals
Disposition: Temporary Record. File with personnel file.
- e. Background Checks
Disposition: Temporary Record. If hired, file with personnel file. If not hired, retain 3 years.
- f. Employment Eligibility Verification Form
Disposition: Temporary Record. Retain 3 years.

These records document position classifications.

Disposition: Temporary Record. Retain 3 years after reclassification/elimination of the position.

These records are search files created during the process of advertising, interviewing, selecting and hiring an individual to fill a faculty vacancy within the university.

- a. PRESIDENT/CHANCELLOR SEARCH COMMITTEE FILES
Disposition: PERMANENT RECORD.
- b. Other records
Disposition: Temporary Record. Retain 3 years.

These records are maintained in individual departments and offices on work-study students and include time reports.

Disposition: Temporary Record. Retain for 3 years after last date of employment.

These records document payroll and include pre-payroll reports and payroll check registers.

Disposition: Temporary Record. Retain 1 year after completion of audit.

These records document authorization of payroll deductions.

Disposition: Temporary Record. Retain 6 years after separation of the university employee.

These records document payroll deductions for tax purposes and include Form 941.

Disposition: Temporary Record. Retain 1 year after completion of audit.

These records document contractual agreements for capital improvements.
Disposition: Temporary Record. Retain 6 years after expiration of the contract.

Under the Code of Alabama 1975 § 41-13-21, “no state officer or agency head shall cause any state record to be destroyed or otherwise disposed of without first obtaining approval of the State Records Commission.” This Records Disposition Authority constitutes authorization by the State Records Commission for the disposition of the records of the Agency as stipulated in this document.

One condition of this authorization is that the Agency submit an annual Records Disposition Authority (RDA) Implementation Report on its activities, including documentation of records destruction, to the State Records Commission.

In addition, the Agency should make every effort to establish and maintain a quality record-keeping program by conducting the following activities:

The Agency should designate a staff member in a managerial position as its records liaison/records manager, who is responsible for: ensuring the development of quality record keeping systems that meet the business and legal needs of the agency, coordinating the transfer and destruction of records, ensuring that permanent records held on alternative storage media (such as microforms and digital imaging systems) are maintained in compliance with national and state standards, and ensuring the regular implementation of the agency’s approved RDA.

Permanent records in the Agency’s custody should be maintained under proper intellectual control and in an environment that will ensure their physical order and preservation.

Destruction of temporary records, as authorized in this RDA, should occur agency-wide on a regular basis – for example, after the successful completion of an audit, at the end of an administration, or at the end of a fiscal year. Despite the RDA’s provisions, no record should be destroyed that is necessary to comply with requirements of the Open Meetings Act, audit requirements, or any legal notice or subpoena.

The agency should maintain full documentation of any computerized record-keeping system it employs. It should develop procedures for: (1) backing up all permanent records held in electronic format; (2) storing a back-up copy off-site; and (3) migrating all permanent records when the system is upgraded or replaced. If the agency chooses to maintain permanent records solely in electronic format, it is committed to funding any system upgrades and migration strategies necessary to ensure the records’ permanent preservation and accessibility.

Electronic mail contains permanent, temporary, or transitory record information. Although e-mail records can be printed out, filed, and retained according to the RDA’s requirements, the

office should preferably employ an electronic records management system capable of sorting e-mail into folders and archiving messages having long-term value.

The staff of the State Records Commission or the Examiners of Public Accounts may examine the condition of the permanent records maintained in the custody of the Agency and inspect records destruction documentation. Agency records managers and/or the ADAH archivists are available to instruct the staff in RDA implementation and otherwise assist the Agency in implementing its records management program.

The State Records Commission adopted this revision to the Records Disposition Authority on April 17, 2024.

Steve Murray, Chairman
State Records Commission

Date

By signing below, the agency acknowledges receipt of the retention periods and requirements established by the records disposition authority.

University President

Date

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