

**General Records Retention Schedules > Administrative Records**

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Note:

Retention schedules may change periodically.

Please visit the Archives website for official, up-to-date General Records Retention Schedules.

Annual Reports *Effective 12/2009*

Annual reports may be completed by any academic or business unit or by individual departments or programs. An annual report summarizes activities and accomplishments of the office during the previous year and goals for the upcoming year. Annual reports also include those submitted by individual employees to their directors.

ANNUAL REPORTS	Record Holder	Office Retention	Office Disposition
Official Copy (Office of Record)	Any Office	Time of publication	Transfer 1 copy to the Archives to be processed for inclusion
Unofficial Copies	Any Office	As needed for reference	Destroy

Architectural Drawings *Effective 12/2009, Last Modified 4/2010*

Drawings or blueprints related to construction projects at University properties. Pertains only to Architectural Drawings received from the Office of the University Architect. Other Architectural Drawings should be retained in accordance with office-specific records retention schedules.

ARCHITECTURAL DRAWINGS	Record Holder	Office Retention	Office Disposition
Official Copy (Office of Record)	University Architect	See office-specific records retention schedule for the University Architect	
Unofficial Copies	Any Office	As needed for reference (up to 10 years)	Destroy

Audit Reports *Effective 12/2009, Last Modified 9/2011*

Results of internal audits performed by Audit and Advisory Services.

AUDIT REPORTS	Record Holder	Office Retention	Office Disposition
Official Copy (Office of Record)	Audit and Advisory Services	See office-specific records retention schedule for Audit and Advisory Services	
Unofficial Copies	Any Office	Up to 3 years	Destroy

Equipment Manuals *Effective 12/2009*

Instructional manuals for office equipment such as computers and fax machines or for capital purchases such as landscaping equipment or laboratory devices.

EQUIPMENT MANUALS	Record Holder	Office Retention	Office Disposition
Official Copy (Office of Record)	Any Office	Life of equipment	Destroy
Unofficial Copies	Not Applicable	Not Applicable	Not Applicable

Facilities Requisitions *Effective 12/2009, Last Modified 5/2012*

Work orders for on-campus maintenance, repairs, or pickup/delivery. Because Facilities Requisitions are now available in electronic form only, all paper copies are Unofficial Copies.

FACILITIES REQUISITIONS	Record Holder	Office Retention	Office Disposition
Official Copy (Office of Record)	Campus Work Control Center	See office-specific records retention schedule for Campus Work Control Center	
Unofficial Copies	Any Office	Up to 1 year	Destroy

Organizational Charts *Effective 12/2009*

Diagrams that illustrate the internal structure of Notre Dame and/or its departments.

ORGANIZATIONAL CHARTS	Record Holder	Office Retention	Office Disposition
Official Copy (Office of Record)	Any Office	Time of creation	Transfer 2 copies to the Archives for appraisal and retention / destruction
Unofficial Copies	Any Office	As needed for reference	Destroy

Policies *Effective 12/2009, Last Modified 8/2010*

A University policy affects or applies to the personnel or operations of more than one operating group or department.

POLICIES	Record Holder	Office Retention	Office Disposition
Official Copy (Office of Record)	Any Office	Until superseded	Transfer to the Archives to be processed for inclusion
Unofficial Copies	Any Office	As needed for reference	Destroy

Publications *Effective 12/2009, Last Modified 8/2011*

Any publication that is created and distributed by any Notre Dame department or program including brochures, magazines, journals, newsletters, books, reprints, articles, posters, programs, flyers, reports, etc. Materials with restricted access are not considered Publications and should be filed separately.

PUBLICATIONS	Record Holder	Office Retention	Office Disposition
Official Copy (Office of Record)	Office issuing the publication	1 year	Print Publications: Transfer 2 copies to the Archives to be processed for inclusion
			Electronic Publications: Transfer 1 copy to the Archives to be processed for inclusion
Unofficial Copies	Any Office	As needed for reference	Destroy

Strategic Plans *Effective 12/2009, Last Modified 9/2011*

Final versions of strategic plans at the division or college level, along with documents that support their creation.

STRATEGIC PLANS	Record Holder	Office Retention	Office Disposition
Official Copy (Office of Record)	Strategic Planning	See office-specific records retention schedule for Strategic Planning	
Unofficial Copies	Any Office	As needed for reference	Destroy

Related Records:

Strategic Plans developed without involvement by the Office of Strategic Planning should be transferred to the Archives within 10 years for appraisal and retention / destruction.

University Committee Records *Effective 12/2009, Last Modified 6/2012*

Records held by standing or ad hoc University committees, councils, boards, task forces, and other teams or groups conducting work for the University. University committees include administrative committees appointed by central campus administrators or required under the University's Academic Articles, such as the Academic Council, Faculty Senate, Provost's Advisory Committee, Graduate Council, Faculty Board on Athletics, etc. University committees also include groups established by individual colleges, schools, or departments and those established for interdepartmental initiatives. These records may include by-laws, agendas and attachments, materials distributed at meetings, meeting minutes, reports, correspondence, and other relevant documentation.

UNIVERSITY COMMITTEE RECORDS	Record Holder	Office Retention	Office Disposition
Official Copy (Office of Record)	Committee Chair or Secretary	Up to 5 years	Transfer to the Archives for appraisal and retention / destruction
Unofficial Copies	Committee Members	As needed for reference	Destroy (see Note)

Note:

Before destroying Unofficial Copies, Committee Members are asked to contact the Archives to verify that the Archives has received copies of the materials already.