General Records Retention Schedules > Audio and Visual Records

Audio Recordings
Moving Image Recordings
Photographs / Still Images
- Agency ND
- Freelance
- In-House
- Non-University Sources

Note:
Retention schedules may change periodically.
Please visit the Archives website for official, up-to-date General Records Retention Schedules.

Audio Recordings *Effective 9/2011*
Audio recordings in any format created by an office and used for educational, marketing, recruitment, research, or other purposes.

AUDIO RECORDINGS	Record Holder	Office Retention	Office Disposition
Master Historical (Office of Record)	Any Office	Up to 3 years	Transfer to the Archives for appraisal and retention / destruction
Derivatives and Business Use Copies	Any Office	Duration of active business use	Destroy

Note:
Consult with the Archives to determine the format and method of transfer. Transfers should include pertinent signed contracts and releases.

Moving Image Recordings *Effective 9/2011*

Moving image recordings in any format created by an office and used for educational, marketing, recruitment, research, or other purposes. Includes finished programs, work tapes, production tapes, B roll, and derivatives.

MOVING IMAGE RECORDINGS	Record Holder	Office Retention	Office Disposition
Master Historical (Office of Record)	Any Office	Up to 3 years	Transfer to the Archives for appraisal and retention / destruction
Derivatives and Business Use Copies	Any Office	Duration of active business use	Destroy

Note:

Consult with the Archives to determine the format and method of transfer. Transfers should include pertinent signed contracts and releases.

Photographs / Still Images

The following schedules pertain to Photographs / Still Images created or received in the course of conducting University business. These materials may be used for educational, marketing, recruitment, research, or other purposes and include negatives, prints, slides, and digital photos. Proper retention and disposition of photographs varies depending on the source of the photos and on the University's copyright ownership of the photos. Consult with the Archives for guidance on managing photographs and on transferring them to the University Archives. Transfers must include pertinent signed contracts and releases.

Photographs / Still Images: Agency ND *Effective 9/2011*

Photographs created by Agency ND. These photographs may be ordered by other University offices or by members of the public.

PHOTOS: AGENCY ND	Record Holder	Office Retention	Office Disposition
Master Historical (Office of Record)	Agency ND	See office-specific records retention schedule for Agency ND	
Derivatives and Business Use Copies	Any Office	Duration of active business use	Destroy

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Photographs / Still Images: Freelance *Effective 9/2011*

Photographs taken by freelance photographers on behalf of a University office. Contracts with freelance photographers should provide the University with full ownership rights to the photographs. Consult with the Office of General Counsel for more information on contracts with freelance photographers.

PHOTOS: FREELANCE	Record Holder	Office Retention	Office Disposition
Master Historical (Office of Record)	Any Office	Up to 7 years	Transfer to the Archives for appraisal and retention / destruction
Derivatives and Business Use Copies	Any Office	Duration of active business use	Destroy

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Photographs / Still Images: In-House *Effective 9/2011*
Photographs taken by staff members of an office, such as staff portraits and photographs of events the office sponsors or in which the office participates.

PHOTOS: IN-HOUSE	Record Holder	Office Retention	Office Disposition
Master Historical (Office of Record)	Any Office	Up to 7 years	Transfer to the Archives for appraisal and retention / destruction
Derivatives and Business Use Copies	Any Office	Duration of active business use	Destroy

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Photographs / Still Images: Non-University Sources *Effective 9/2011*
Photographs received from non-University sources, such as the Associated Press, the South Bend Tribune, or other outside groups or individuals, to which the University has no copyright ownership rights.

PHOTOS: NON-UNIVERSITY SOURCES	Record Holder	Office Retention	Office Disposition
Master Historical (Office of Record)	Any Office	Up to 7 years	Transfer to the Archives for appraisal and retention / destruction
Derivatives and Business Use Copies	Any Office	Duration of active business use	Destroy