

BASIC GUIDE TO ADMIN RECORDS

EVERYDAY ADMINISTRATIVE RECORDS

101-100306: Agreements, Memorandums of Understanding (MOU) and Non-Fiscal Contracts

This series consists of signed, binding agreements, other than contracts involving procurement or payment of monies. The agreements may be between departments within the agency, other government agencies, localities, business entities or and individual or group of individuals.

Retention: Retain 3 year(s) after expiration

101-100311: Contract Administration Records

This series documents performance and conformance with contract stipulations not of a fiscal nature.

Retention: Retain 5 year(s) after termination

101-100312: Contract and Agreement Records

This series documents contractual obligations of the agency or owed to the agency.

Retention: Retain 5 year(s) after termination

101-100320: Feasibility Studies: Historically Significant

This series documents any feasibility study of a historically significant nature created by or for an agency not listed on an agency specific schedule.

Disposition: Permanent, In Agency

101-012026: Feasibility Studies: Other Studies

Documents feasibility studies created by or for an agency, not listed on an agency specific schedule.

Retention: Retain until after no longer administratively useful

101-100342: Office Instructions or Procedures

Documents the internal guidelines, policies or instructions for the operation of an office or completion of a function.

Retention: Retain until after superseded, obsolete, or rescinded

101-100343: Organization Files: Administrative Structure and Management

Documents the collection of original material outlining organization or functions of the agency's major administrative units; also, material about the reorganization of the departments or management structure.

Disposition: Permanent, In Agency

101-100349: Planning Files: Administrative - Other Files

Documents the planning of administrative changes or projects, major purchases, significant events or occasions not agency head approval of the details.

Retention: Retain until after superseded, obsolete, or rescinded



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✉ recmgt@gmu.edu

Please note that not all original records are maintained in the office or department. If you have questions or concerns about a certain type of documentation, or if you store several of these series together in one folder, please contact us about appropriate retention.

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100351: Policy and Procedure Records: Others

Documents policy or procedural guidance issued or approved by the agency head or duplicate copies of approved material.

Retention: Retain until after superseded, obsolete, or rescinded

200550: Program and Event Registration

This series documents registration and attendance for events, workshops, conferences, and programs offered by an agency. This series may include, but is not limited to: applications, registration and payment information, release forms, and attendance records.

Retention: Retain until after superseded, obsolete, or rescinded

100356: Project Documentation Files: Other Files

Documents design, development, control or monitoring of a specific project or group of projects.

Retention: Retain until after superseded, obsolete, or rescinded

012079: Release Forms: Adults

This series documents individual liability release statements for adults which are required for participation in various programs.

Retention: Retain 5 year(s) after end of calendar year

Disposition: Confidential Destruction

012080: Release Forms: Minors

This series documents individual liability release statements for children under the age of 18 required for participation in various programs.

Retention: Retain 5 year(s) after birthday

100372: Reports: Other Reports

Documents the creation of routine reports not listed on any general schedule or special schedule. This series applies only if reports are filed separately. If normally filed with any other series, the retention for that series applies.

Retention: Retain until after no longer administratively useful

100379: Staff Meeting Files

Documents internal staff meetings.

Retention: Retain until after no longer administratively useful

012078: Surveys, Administrative

Documents the creation of surveys by or for the agency for administrative, informational or research purposes.

Retention: Retain 2 year(s) after end of calendar year



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