

This document serves as a guide for interpretation of the records schedules linked to on the UW's Records Schedule webpage. This guide defines or further describes terms that can be found in the schedules that may be unfamiliar yet are essential to understanding and carrying out the functions of the schedule. For campus specific schedules, and directions for interpreting them, please contact your university's records officer.

**Record Series:** Public records that are kept together as a unit because they relate to a particular subject, result from the same activity, or have a particular form.

**Record Schedule Number:** An unambiguous number assigned to each submitted schedule. Record schedule numbers consist of numbers and/or letters which identify both the record series and the unique schedule within that series. The number format is determined by the type of record schedule from which it originates. Employees may encounter four types of schedules:

- **Department of Administration General Records Schedules:** Schedules made by the DOA for use by any state agency.
  - o Example: Budget and Related Records General Records Schedule - BUD00005

RDA Number	Record Series Title	S
BUD00005	Supplemental Federal Positions & Related Reports	Reports by Administration Stat. § 16.5 allotted in e in the bienn reports con name, alph

- **University of Wisconsin System Functional Schedules:** Schedules created by and for the UW System that group like records into series and assign retention policies to each series.
  - o Example: University Health Services General Records Schedule – UWSH106

UWSH106	<p><b>Student Health Center Medical Records</b></p> <p>The student medical files contain comprehensive records of medical services received at the Student Health Center. Records include: Problem Lists, Face Sheets, visit notes, radiology tests, mental health tests, other records, correspondence such as emails, immunization records, consent forms, W Skin Tests, progress notes, flow sheets, etc.</p>
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- **Records Disposition Authorization Schedules:** Schedules created for records regardless of their functional areas.

- Example: *TBD*
- **Campus Specific Schedules:** Records schedules created by and for a specific university. Campus specific schedules will not appear on the UW System General Records Schedule webpage.

**Records Series Title & Description:** The descriptions for each records series reflect the substantive information held within the individual documents. While the descriptions are as comprehensive as possible, there may be instances in which an individual records schedule does not reflect the exact title or name of a form. In such cases, if a university employee has difficulty determining whether their records are included within a specific records series, the employee is encouraged to seek assistance from their university's records officer.

2. Record Series Title and Description and Description
ion Development
<b>Patron (Non-Faculty/Staff) Requests</b>
Records include, but are not limited to, patron purchase requests for materials not currently owned by libraries, rush processing for library materials, and suggestions submitted by non-faculty/staff patrons to library administrators.

**Record Series Year of Creation:** Sometimes included in UW System Functional Schedule, the Record Series Year of Creation references the year in which the schedule or the series was created. It does not affect the retention period of the series and can be ignored.

	3. Record Series Year of Creation	<b>Medium for Record Storage</b>	5. PII	6. Registry Exer
	1997	Paper, Electronic	No	-

**Retention Time Period:** The minimum length of time a public record must be kept. Expired records may be kept past their disposition date as long as they are needed as a resource for the office which holds them or if there is a pending public records request, lawsuit, audit, or legal hold. It is suggested, however, that records be destroyed or transferred to archives upon conclusion of the retention period to limit legal liability.

Minimum Retention and Disposition	Event Description
FIS+6 years and destroy.	Event is end of fiscal year.

Retention Time Period	
Original:	Creation + 1 year and transfer to University Archives.
Copies:	Destroy when no longer needed.

**Retention Event:** An occurrence which signals the beginning of the retention clock. Terms that are commonly used when referring to events include but are not limited to: EVT (Event), FY or FIS (Fiscal Year), End of Calendar Year, Creation of Materials, End of Project, Close of Contract date or fulfillment of terms, End of Course or when no longer relevant to course.

Minimum Retention and Disposition	Event Description
FIS+6 years and destroy.	Event is end of fiscal year.

Retention Time Period	
Original:	Creation + 1 year and transfer to University Archives.
Copies:	Destroy when no longer needed.

**Disposition:** The disposition of materials is defined in the schedules as one of the following:

**Destroy:** Records may be thrown away or deleted with no concerns for confidentiality (recycle, delete)

**Destroy Confidential:** Records within a series which contain confidential data must be shredded or deleted in a way as to prevent the recovery of sensitive information (shred or delete and empty).

**Transfer to Archives:** Records must be given to the university archive for an archivist's appraisal. The archivist will determine the lasting value of the record and decide to either destroy or permanently retain the materials.

Record Series #	Disposition	PII	Confidential	S
UWPP200	Transfer to UW Archives	No	No	Ma
UWPP201	Destroy or Transfer to Archives per Intitutional Policy	No	No	Ma
UWPP202	Destroy Confidential	Yes	No	Ma

**Personal Identifiable Information (PII):** Information that can be used by organizations on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context.

Disposition	PII	Confidential	S
Transfer to UW Archives	No	No	Ma
Destroy or Transfer to Archives per Intitutional Policy	No	No	Ma
Destroy Confidential	Yes	No	Ma

**PII Registry Exempt:** Phrase which may appear in some schedules. It is for internal use only and should be disregarded when interpreting schedules.

4. Medium for Record Storage	5. PII	6. Registry Exempt	7. Confidential/ Access Restricted	8. Essential (opt.)	9. Official Record Location (opt.)
Paper or Electronic	Yes	No	Yes	-	-