

**EXECUTIVE RECORDS [UNIVERSITY CHANCELLOR, CAMPUS PRESIDENT, MANAGER, EXECUTIVE AND/OR ADMINISTRATOR]**

NOTE: Paper records may be destroyed after scanning or microfilming, with digital and microfilm versions replacing the original for retention purposes.

<b>Record</b>	<b>RDA Number</b>	<b>Content</b>	<b>Minimum Retention</b>	<b>Notes</b>	<b>Reason for Proposed Time</b>
<p><b>1. Chancellor's or President's office files</b></p>	<p>22228</p>	<p>including but not limited to correspondence, memoranda, reports, studies, publicity items, contracts and other legal documents, and association or organization membership files covering affiliation with or membership in professional, education, or civic groups by either the University or the college as a whole or some department or unit thereof; Faculty handbooks, Departmental and President's annual reports; Faculty Senate Minutes, College Council minutes, commencement and dedication programs, statistical data, master plans, accreditation reports, correspondence &amp; information relating to initiation, implementation &amp; evaluation of college-wide programs &amp; policy and information concerning the role, functions &amp; operation of the Presidents Office.</p>			

STATE UNIVERSITY OF NEW YORK RECORDS RETENTION AND DISPOSITION SCHEDULE

EXECUTIVE RECORDS

		a. Where file documents a significant subject, or major policy-making or program-development process	<b>PERMANENT</b>		Sufficient to meet administrative operational needs.
		b. Where file documents routine activity	6 years or 6 years after expiration of contract, as appropriate		Sufficient to meet administrative operational needs.
<b>2. Executive, manager, or administrator's office files</b>	22229	including but not limited to correspondence, memoranda, reports, studies, publicity items, non-record copies of contracts, and other legal documents			
		a. Where file documents a significant subject or major policy-making or program-development process	<b>PERMANENT</b>		Sufficient to meet administrative operational needs.
		b. Where file documents routine activity	6 years		Sufficient to meet administrative operational needs.
<b>3. Inaugural &amp; Anniversary Records</b>	22230	including the inauguration of chancellors and campus presidents; anniversary records pertaining to the recognition of an anniversary of the	<b>PERMANENT:</b> Upon inauguration of a new Chancellor or President or the		

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		University's existence & similar recognition of the various campuses existence. Records consist of lists of invitees, planning committee material, production scripts, programs, press releases, etc.	celebration of an anniversary, transfer to the University archives when the information is no longer referred to on a daily basis.		
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