

Schedule A Administration--UMass Boston Paper Retention Schedule (Based on Massachusetts Secretary of State schedule)							
Record Type	Record Category	Record Sub-Category Code	Record Sub-Category Title	Description	Owner	UMB Standard Retention Schedule	Retention Schedule Begins
A Administration	A1 Program Development and Review	A1-1a	Academic Program Establishment	Documents the creation and development of academic units and programs on campus. Also documents major changes over time, including reviews and reorganizations of academic programs.	Provost	Permanent.	After administrative use ceases.
A Administration	A1 Program Development and Review	A1-1b	Non-Academic Department Establishment	Documents the creation and development of departments and their divisions, units, and programs. Includes organizational charts, mission or function statements and reorganization documentation. For academic programs, see A1-1a.	Non-Academic Department	Permanent.	After administrative use ceases.
A Administration	A1 Program Development and Review	A1-2a	Academic Annual Reports	Collects annual reports of academic units that report to the provost, including colleges, centers, and institutes.	Provost	(a) Final reports: Permanent. (b) Substantive support documentation for annual reports: Retain 3 years. (c) All other records: Retain until administrative use ceases.	Upon creation.
A Administration	A1 Program Development and Review	A1-2b	Non-Academic Department Annual and Summary Reports	Documents the production of annual reports or other summary reports of department business. Includes background support materials, statistical and other interim reports, unpublished reports, final products, and related correspondence. For academic reports, see A1-2a.	Non-Academic Department	(a) Final reports: Permanent. (b) Substantive support documentation for annual reports: Retain 3 years. (c) All other records: Retain until administrative use ceases.	Upon creation.

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A Administration	A1 Program Development and Review	A1-3a	Academic Program Plans and Planning Records	Documents the ongoing study, review, and evaluation of academic program functions and needs. Includes assessments, special studies documentation, academic program planning documentation, business plans, and related correspondence.	Provost	(a) Summary and substantive materials that contribute to understanding of the plan: Permanent. (b) All other records: Retain until administrative use ceases.	Upon creation.
A Administration	A1 Program Development and Review	A1-3b	Non-Academic Department Program Plans and Planning Records	Documents the ongoing study, review, and evaluation of departments' functions and needs. Includes needs assessments, special studies documentation, program planning documentation, business plans, and related correspondence. For academic programs, see A1-3a.	Non-Academic Department	(a) Summary and substantive materials that contribute to understanding of the plan: Permanent. (b) All other records: Retain until administrative use ceases.	Upon creation.
A Administration	A1 Program Development and Review	A1-4a	Academic Reorganization and Relocation Records	Documents major changes to the administrative structure and functions of academic programs. Includes plans and planning materials.	Provost	(a) Summary and substantive materials that contribute to understanding of changes: Permanent. (b) All other records: Retain until administrative use ceases.	Upon creation.
A Administration	A1 Program Development and Review	A1-4b	Non-Academic Department Reorganization, Relocation, and Closing Records	Documents major changes to the administrative structure, functions, or physical location of the department. Includes plans and planning materials, issues documentation, needs assessments, drawings, space and new facility plans, and related correspondence. For academic reorganization and relocation, see A1-4a.	Non-Academic Department	(a) Summary and substantive materials that contribute to understanding of changes: Permanent. (b) All other records: Retain until administrative use ceases.	Upon creation.

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A Administration	A1 Program Development and Review	A1-5	Accreditation Records	Documents the accreditation process relating to academic programs as required by federal or state statute or other bodies. Includes accrediting agency correspondence, reports, and responses.	Provost	(a) Final reports and related correspondence occurring after final report: Permanent. (b) All other records: 6 years.	Upon creation.
A Administration	A1 Program Development and Review	A1-6	Disaster Planning Records	Documents plans to maintain necessary business operations, protect personnel, and safeguard vital records during emergency situations. Includes background support documentation and work papers, plans and reports, and related correspondence.	Vice Chancellor for Administration & Finance	(a) Final plans: Permanent. (b) All other records: Retain until administrative use ceases.	Upon creation.
A Administration	A1 Program Development and Review	A1-7a	Academic Recognition Records	Documents formal recognition of the campus and its academic units in monthly or annual reports.	Provost	Permanent.	After administrative use ceases.
A Administration	A1 Program Development and Review	A1-7b	Commemorations and Historical Anniversaries Records	Documents any celebration or recognition of the campus, its departments, and its works. For academic recognition, see A1-7a.	Department	Permanent.	After administrative use ceases.
A Administration	A1 Program Development and Review	A1-8	Program Historical Articles and Clippings	Consists of articles and clippings about campus programs and functions.	Vice Chancellor for Government Relations & Public Affairs	Permanent.	After administrative use ceases.
A Administration	A1 Program Development and Review	A1-9	Program Memorabilia	Consists of items with special value to the campus. Includes scrapbooks, staff photographs, picture books, albums, and newspaper articles and clippings.	Department	Permanent.	After administrative use ceases.
A Administration	A2 Legislation and Policy	A2-1	Information Circulars	Provides a record of information distributed for the general information of staff.	Department	Retain until administrative use ceases.	Upon creation.

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A Administration	A2 Legislation and Policy	A2-3	Policy and Procedure Records	Documents the role of the campus in the development, implementation, and review of its policies and procedures. Includes background materials and notes, substantive drafts, and final policy directives or manuals.	Vice Chancellor	(a) Final products and substantive support materials that contribute to understanding of the policy: Permanent. (b) All other records: Retain 3 years.	Upon creation.
A Administration	A2 Legislation and Policy	A2-6	Legislation Records	Documents the role of the campus in the development and review of program legislation and subsequent policy development. Includes research and investigative materials, memoranda, legal research and notes, drafts, and related correspondence.	Vice Chancellor for Government Relations & Public Affairs	(a) Summary and substantive support materials that contribute to understanding of legislation: Permanent. (b) All other records: Retain until administrative use ceases.	Upon creation.
A Administration	A2 Legislation and Policy	A2-7	Legislative Relations Records	Documents the campus' relations with specific legislative contacts or groups relating to its missions and goals.	Vice Chancellor for Government Relations & Public Affairs	(a) Summary and substantive support materials that contribute to understanding of relations: Permanent. (b) All other records: Retain until administrative use ceases.	Upon creation.
A Administration	A3 Executive	A 3-1a	Chancellor's Correspondence	Letters, memos, and other communications signed by the Chancellor regarding the campus and its programs and functions.	Chancellor	Retain 3 years	Upon creation.
A Administration	A3 Executive	A3-1b	Provost's Correspondence	Letters, memos, and other communications signed by the provost.	Provost	Retain 3 years	Upon creation.

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A Administration	A3 Executive	A3-1c	Department Correspondence	Letters, memos, and other communications sent by a member of the department regarding its programs or functions.	Department	Retain 3 years	Upon creation.
A Administration	A3 Executive	A3-2a	Chancellor's Meeting Agendas	Documents monitoring and decision-making at meetings of the Executive Leadership Team and the Chancellor's cabinet relating to campus programs and functions. Includes meeting agendas and updates.	Chancellor	Retain 3 years	Upon creation.
A Administration	A3 Executive	A3-2b	Provost's Meeting Minutes and Agendas	Documents decision-making at standing committees chaired by the provost, including Academic Council and Dean's Council. Includes meeting agendas, minutes, and updates.	Provost	Retain 3 years	Upon creation.
A Administration	A4 Committee	A4-1	Committee Establishment, Charges, and Membership Records	Documents the original establishment of a committee and any subsequent changes to its organization, charges, functions, policies, or membership. Includes establishment documentation and related legislation and correspondence.	Department that established committee	Permanent.	After administrative use ceases.
A Administration	A4 Committee	A4-3	Official Committee Records	Documents the activity of committees, councils, boards, and commissions. Includes dockets, agendas, minutes, meeting packet information, support materials, and related correspondence.	Department that established committee	Permanent.	After administrative use ceases.

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A Administration	A4 Committee	A4-4	Board, Council, and Committee Files	Documents work brought before committees and boards as part of their official functions. Includes submissions, approvals and denials, discussion notes, and related correspondence.	Department that established committee	(a) Where not covered by another record series: Retain until administrative use ceases. (b) Otherwise: Apply the appropriate record series retention period.	Upon creation.
A Administration	A4 Committee	A4-5	Committee Members' Records	Documents activities of staff as members of committees or groups where such activities are performed as part of their official duties. Includes meeting preparation materials, notes, and related correspondence.	Department that established committee	(a) Executive Leadership Team records: 3 years. (b) All other records: Retain until administrative use ceases.	Upon creation.
A Administration	A4 Committee	A4-6	Task Force Records	Documents the work of special task forces assigned by committees or managers to address issues relating to campus functions. Includes original charges, work papers, reports and deliverables, and related correspondence.	Department that established committee	(a) Reports, final products, and substantive correspondence that contributes to understanding of issues: Permanent. (b) All other records: 3 years.	Upon creation.
A Administration	A4 Committee	A4-7	Staff Meeting Records	Documents staff meeting proceedings. Includes agendas, minutes, working papers, submissions, exhibits, reports, and related correspondence.	Department	Retain until administrative use ceases.	Upon creation.
A Administration	A5 Program Administration	A5-1	Campus Resource Records	Consists of background materials on topics relating to campus mission and functions. Includes articles, reports, clippings, ratings and surveys, and related correspondence.	Vice Chancellor	Retain until administrative use ceases.	Upon creation.

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A Administration	A5 Program Administration	A5-2	Program Issues and Topics Records	Documents issues, concerns, and situations which occur during the daily administration of the campus and may potentially give rise to policy or procedural organizational adjustments or changes, or to litigation; anything presenting potential trouble spots to be monitored. Includes legal support documentation, secondary copies of minutes, notes, and related correspondence.	Department	Retain until administrative use ceases.	Upon creation.
A Administration	A5 Program Administration	A5-3	Program Outreach and Training Records	Documents outreach services to individuals or departments as part of overall campus functions. Includes planning documentation, presentation materials and outlines, scheduling and arrangement documentation, and related correspondence.	Department	(a) Substantive planning records and summary presentation materials: Permanent. (b) All other records: Retain until administrative use ceases.	Upon creation.
A Administration	A5 Program Administration	A5-4	Program Administration Records	Documents the routine administration of campus programs and services not covered by more specific record series. Includes letters, memos, inquiries and explanations, work products, and related correspondence.	Department	Retain until administrative use ceases.	Upon creation.
A Administration	A5 Program Administration	A5-5	Program and Department Publication Records	Documents the production of publications to promote campus or department functions and activities. Includes resource materials, drafts, copy edit materials, job orders and specifications, visual display materials, photographs, production negatives, and final publications.	University Archives and Special Collections	(a) Final publications: Permanent. (b) All other records: Retain until administrative use ceases.	Upon creation.

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A Administration	A6 Office Management	A6-1	Office Social Activity Records	Documents the non-business-related social activities of the campus. Includes special causes and charities work documents and related functions.	Department	Retain until administrative use ceases.	Upon creation.
A Administration	A6 Office Management	A6-2	Schedules and Calendars	Documents the scheduling of meetings, travel, appointments, and events. Includes schedule books, calendars, and related lists and postings.	Department	Retain until administrative use ceases.	Upon creation.
A Administration	A6 Office Management	A6-3	General Office Administration Records	Documents internal facilitative office policies for handling mail, opening hours, and storm coverage. Includes policies, procedures, staff lists, hours of operation postings, and related correspondence associated with administrative practices that does not create policies or procedures (see A11-3).	Vice Chancellor for Administration & Finance	Retain until administrative use ceases.	Upon creation.
A Administration	A7 Program Relations	A7-1	Intra-Campus Relations Records	Documents monitoring, oversight, review, coordination, and communication between campus departments and offices. Includes memos, letters, reports, notes, background materials, and related correspondence.	Department	Retain until administrative use ceases.	Upon creation.
A Administration	A7 Program Relations	A7-2	Intra-Governmental Records	Documents the interaction and coordination of state and municipal activities where functional responsibilities overlap. Includes letters of agreement, understanding, or intent; plans and proposals; special studies; and related correspondence.	Vice Chancellor for Government Relations & Public Affairs	6 years	Upon creation.

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A Administration	A7 Program Relations	A7-3	Inter-Campus Relations Records	Documents the interaction and coordination between campuses and other governmental or regulatory agencies, where approval, oversight, or coordination of efforts is involved. Includes reports, proposals, and related correspondence.	Vice Chancellor/ Provost/Chancellor	6 years	Upon creation.
A Administration	A7 Program Relations	A7-4	Federal/State Relations Records	Documents campus relations with other agencies or bodies that have regulatory oversight over campus affairs and business.	Vice Chancellor	6 years	Upon creation.
A Administration	A7 Program Relations	A7-6	External Program Relations Records	Documents the interaction and coordination between the campus and outside institutions, associations, programs, and individuals where they share similar missions and can mutually benefit from informational exchanges and/or group cooperative efforts. Includes background support documentation, reports, joint proposals, surveys and questionnaires, and related correspondence.	Vice Chancellor	Retain until administrative use ceases.	Upon creation.
A Administration	A7 Program Relations	A7-7	Professional Organizations and Associations Records	Documents staff participation in outside organizations and associations relating to campus mission and functions. Includes promotional literature, membership lists, meeting and conference announcements, proceedings materials, conference materials, and related correspondence.	Department	Retain until administrative use ceases.	Upon creation.

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A Administration	A8 Public Relations	A8-1	Public Relations and Communications Records	Documents campus efforts to promote an effective and cooperative working relationship with the community and the public relating to projects, issues, and general work. Includes plans, proposals, outreach projects, articles, speeches, news and press releases, and related correspondence.	Vice Chancellor for Government Relations & Public Affairs	(a) Substantive records that contribute to understanding of the program: Permanent. (b) All other records: 3 years.	Upon creation.
A Administration	A8 Public Relations	A8-2	Media Advisories and Releases Records	Documents the preparation and distribution of information to the public. Includes media advisories, news and press releases, web announcements, and related support materials and correspondence.	Vice Chancellor for Government Relations & Public Affairs	(a) Final official releases: Permanent. (b) All other records: Retain until administrative use ceases.	Upon creation.
A Administration	A8 Public Relations	A8-3	Public Appearances, Speeches, and Writings	Documents speeches and writings of staff as part of their job responsibilities where these are filed separately from other record series. Includes correspondence, memos, notes, transcripts, and related correspondence.	Vice Chancellor for Government Relations & Public Affairs	Retain until administrative use ceases.	Upon creation.
A Administration	A8 Public Relations	A8-4	Community Relations/ Advocate Records	Documents the interaction between the campus and the public for the purpose of helping users to find and successfully utilize the services they need. Includes intake, responses, background materials, referrals, and related correspondence.	Vice Chancellor for Government Relations & Public Affairs	(a) Cases that instigate policy changes: Permanent. (b) All other records: 3 years.	Upon creation.

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A Administration	A9 Special Events	A9-1	Special Events Records	Documents the role of the campus in the administration, planning, arrangement, and execution of special events and activities such as dinners, lectures, dedications, ceremonies, visits, and tours. Includes planning and arrangement records, announcements, event and activity documentation, and related correspondence.	Special Events	Retain until administrative use ceases.	Upon creation.
A Administration	A9 Special Events	A9-2	Conference, Seminar, and Workshop Participant Records	Documents conferences attended by staff. Includes programs, brochures, announcements, promotional materials, registration records, agendas, program descriptions, presentation materials, handouts, and related correspondence.	Department	Retain until administrative use ceases.	Upon creation.
A Administration	A9 Special Events	A9-3	Conference, Seminar, and Workshop Records	Documents the role of the campus in the administration, planning, arrangement, and execution of conferences. Includes planning and arrangement documents, program brochures and announcements, registration and attendance lists, reports, proceedings, summary evaluations, and related correspondence.	Department	Retain until administrative use ceases.	Upon creation.
A Administration	A10 Special Projects	A10-1	Program Research and Survey/Questionnaire Data	Consists of demographic, questionnaire, statistical, or other types of data gathered for studies and reports related to academic programs and students. Includes data on courses, admissions, enrollments, and degrees conferred.	OIRP	6 years	Upon creation.

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A Administration	A10 Special Projects	A10-2	Program Special Projects, Studies, and Initiatives Records	Documents projects undertaken by the campus to meet or define specific requirements or goals. Includes instructions and guidelines, arrangement documentation, working papers, project summaries, project deliverables such as plans, reports, proposals, and related correspondence.	Vice Chancellor	(a) Summary records and substantive materials and correspondence that contribute to understanding of the project: Permanent. (b) All other records: Retain for 3 years after completion unless part of a grant or contract, in that case retain for 7 years after close.	Upon closure or completion.
A Administration	A11 Correspondence	A11-3	Policy Development Correspondence	Correspondence documenting policy development, decision-making, or substantive issues, procedures, or activities. Note: The Provost's office holds records for academic policies and the Chancellor's office holds records for campus policies.	Vice Chancellor	6 years	After administrative use ceases.