

University of Wisconsin System Administrative Record Schedules

RDA Number	Record Series Title	Record Series Description	Retention Event (EVT)	Retention Period	Disposition	PII	Confidential	Examples/Notes	Sunset Date	Supersedes
Position Related - Appointed Staff or Equivalent may include, but are not limited to, Agency Head, Deputy, Executive Assistant, Division Administrators, Regional Directors, Chancellors, Vice Chancellors, Provost, Vice-Provosts, and elected local officials.										
ADMIN200	Business Records – Appointed Staff or Equivalent Positions	Business-related correspondence, files, calendars and records of appointed staff or equivalent.	Date of Separation from Position	EVT + 3 years	Transfer to UW Archives	Yes	Yes	Some records in this series may be confidential.	March 2032	UWADM002 - Calendars and Schedules UWB00001 - Business Communications Routine
ADMIN201	Business Records – Non Appointed Staff	Business-related correspondence, files, calendars and records of non-appointed staff or equivalent.	Date of Creation	EVT + 1 year	Destroy Confidential	Yes	Yes	Records in this series have no historical value. This series never includes records that set forth university policies, guidelines, procedures, or directives and does not formalize the business processes of the University of Wisconsin System. This series only pertains to records where the content is not managed by another RDA. Some records in this series may be confidential.	March 2032	UWADM002 - Calendars and Schedules UWB00001 - Business Communications Routine
ADMIN202	Transition Briefings – Appointed Staff or Equivalent Positions	Records prepared to provide an overview of the organization during transitions from outgoing management to incoming management.	Date Outgoing Employee Separates from Their Position	EVT + 2 years	Destroy	No	No	Description of projects being worked on. Contacts. List of files in share drives / file cabinets that are central to the position.	March 2032	UWADM008 - Transition Briefings
ADMIN203	Transition Briefings – Non-Appointed Staff	Records prepared to provide an overview of a position during a transition from an outgoing employee to an incoming employee.	Date New Employee Begins Their Position or Decision Made Not to Refill	EVT + 1 year	Destroy	No	No	Description of projects being worked on. Contacts. List of files in share drives / file cabinets that are central to the position.	March 2032	UWADM008 - Transition Briefings
Organization and Structure – Records relating to operational planning and functions including re-organizations and transfer of responsibility plans.										
ADMIN250	Organizational Planning Documentation	Strategic business and operational planning files. May include, but not limited to, final plan and supporting background documents.	Date Plan is Completed or Superseded	EVT + 6 years	Transfer to UW Archives	No	No	Strategic plans are typically prepared at the agency level. Business and operational plans are typically executed at the division and bureau level.	March 2032	UWADM005 - Planning Documentation
ADMIN251	Organizational Documentation – Bureaus, Divisions, Departments	Documentation of organizational changes or transfer of high-level administrative, functional or regulatory responsibilities. May include, but not limited to, reports explaining the changes, internal analysis of changes, new organizational charts or descriptions of roles and responsibilities.	Date Change is Completed	EVT + 2 years	Transfer to UW Archives	Yes	No		March 2032	UWADM006 - Reorganization Documents UWADM0007 - Organizational Charts
ADMIN252	Organizational Documentation – Sections and Work Units	Documentation of organizational changes or transfer of administrative, functional or regulatory, responsibilities at the section or work unit level. May include, but not limited to, reports explaining the changes, internal analysis of changes, new organizational charts or descriptions of roles and responsibilities.	Date Change is Completed	EVT + 2 years	Destroy Confidential	Yes	No		March 2032	UWADM006 - Reorganization Documents UWADM0007 - Organizational Charts
Governance – High-level records typically related to statutory requirements.										
UWADM025	Federal Lobbying Reports	The Federal Lobby Disclosure Act of 1995 requires the University to report authorized lobbying on behalf of the University with federal entities. Federal lobbying reports are generally compiled and submitted quarterly, but there may be additional reports that are required bi-annually. This series contains the federal lobbying reports that are submitted to meet this requirement and any documentation collected from around campus in support of the reports.	Date Report Filed	EVT + 6 years	Destroy Confidential	Yes	No		March 2031	

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UWADM027	Outside Activity Reports	<p>UW System policy prohibits University employees from accepting outside employment that causes a conflict of interest with their university employment. Guidelines for which activities may constitute a conflict of interest can be found in the University policy. Prohibited activities include using or attempting to use university property, or using the prestige or influence of their university position for financial gain or other benefits.</p> <p>Outside Activity Reports (OARs) report outside employment activities related to an individual's field(s) of professional work in order to comply with Federal, State, and University policy.</p> <p>OARs are required to be filled out annually by university faculty, academic staff, and individuals listed on human subjects protocols or federal grants. This requirement also includes graduate students, fellows, and post-docs who participate in research or service arrangements with non-federal entities. OARs are required to be submitted annually even if no outside activities occurred.</p>	Termination of Service	EVT + 8 years	Destroy Confidential	Yes	No		March 2031	
UWADM028	Statements of Economic Interest	<p>Statement's of Economic Interest disclose financial interests held by an individual and ensure there are no conflicts between an individual's employment and those financial relationships in order to comply with Federal, State, and University policy.</p> <p>Statement's of Economic Interest are required to be filled out annually by select university officials that have been identified by the Wisconsin Ethics Commission in Wis. Stat. § 19.42(13)(cm) and individuals listed on human subjects protocols or federal grants. This requirement also includes graduate students, fellows, and post-docs who participate in research or service arrangements with non-federal entities.</p>	Date Review Completed	EVT + 3 years	Destroy Confidential	Yes	No		March 2031	
ADMIN300	Administrative Rules – Development and Background	Records used to develop and revise Administrative Rules including Emergency Rules. May include, but not limited to, background materials, rule drafts, code interpretations, summary of public comments from hearings, Legislative and agency comments, correspondence, fiscal estimates, orders and reports.	Effective Date or Legislative Objection Date of Each Rule	EVT + 10 years	Transfer to UW Archives	No	No	This series does not include the final approved rules which are maintained by the Legislature.	March 2032	New to UW
ADMIN301	Boards, Councils, or Commissions	Records associated with boards, councils, commissions, or their subcommittees, that are established by legislation or Governor's Executive Order. May include, but not limited to, member listings, appointment notifications, charter or project mandate, operating rules, roles and responsibilities, agendas, meeting notes and attached documentation, interim reports, presentations.	Date of Meeting or Approval of Document	EVT + 5 years	Transfer to UW Archives	Yes	Yes	Closed session materials may be confidential under Wis. Stat. § 19.85(1). Materials must be identified as closed session – confidential	March 2032	New to UW
ADMIN302	Department Lobbyist and Lobbying Activities	Records used for filing lobbying time or expenditure and activity reports at the state level. May include, but not limited to, all accounts, bills, receipts, books, papers and other documents necessary to substantiate the expense statement, including records identifying the amount of time that is spent on lobbying each day as described by Wis. Stat. § 13.68(5).	Date of Submittal of Expense Statement	EVT + 3 years	Destroy Confidential	Yes	No		March 2032	New to UW
ADMIN303	Legal Notices	Includes legal notices required by law or by court order to be disseminated via methods as described by Wis. Stat. § 985.01(2). May include, but not limited to, publication of laws, ordinances, resolutions, financial statement, budgets and proceedings intended to give notice in an area; notice of public hearings before a governmental body and notices of meetings of private and public bodies; notices and certificates of elections, and facsimile ballots; notices intended to inform the public that they may exercise a right within a designated period or by a designated date.	Date of Creation	EVT + 1 year	Destroy	No	No		March 2032	UWADM011 - Legal Notices

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ADMIN304	Memorandums of Understanding (MOU) & Service Level Agreements (SLA)	A MOU or SLA is typically used for coordination of administrative activities between entities who share a common function. May include, but not limited to, supporting documentation, correspondence setting the terms of the agreement or the final agreement itself.	Date Agreement Ends or is Superseded	EVT + 4 years	Destroy	No	No	Agreements between government units or a large government unit's separate divisions or bureaus who may share functions such as a help desk or the temporary interchange of a state employee. Agreements should use this series. For purchasing contracts, see PUR00010 - Contract and Request for Bid/Proposal File on the Purchasing and Procurement schedule.	March 2032	UWADM013 - Contracts and Agreements
ADMIN305	Public Records Requests and Responses	Records relating to requests for public records as specified under the provisions of Wis. Stat. §§ 19.35-19.37 and the Federal Freedom of Information Act (FOIA). Includes original request, notice of scope changes to the request, billing, collection of fees, acknowledgement of receipt of request, follow up letters and transmittal memorandums, requests for extension, third-party notification, access request review recommendations and summaries, listing of records searched and used to respond to requests, and logs maintained documenting receipt and response of requests. May also include request response package including any redaction of information. Also includes abandoned or withdrawn requests.	Date Response is Provided or Request is Abandoned or Withdrawn	EVT + 3 years	Destroy Confidential	Yes	Yes	If requests are denied, records covered here include request denials and related justification, mediation, representations from third parties, recommendations, court orders, and reviews. Does not include source records that are provided to fulfill the public records request. These must be held for a minimum of 90 days unless informed otherwise by the court according to Wis. Stat. § 19.35(5) and then resume their normal lifecycle under their specific records schedule.	March 2032	UWADM012 - Public Records Requests
ADMIN306	Biennial or Annual Required Report Documentation	Supporting documents related to preparing the biennial or annual reports required by Wis. Stat. § 15.04.	Date Report Submitted	EVT + 4 years	Destroy	No	No	Does not include the completed reports and publications that must be distributed per Wis. Stat. § 35.83 to various libraries.	March 2032	New to UW
Communication and Reporting – Exchange of information inside and outside of a governmental unit.										
ADMIN350	Internal Communications	Records that document communication within an entity/unit between staff regarding its operations. These communications may be provided through a variety of methods such as, but not limited to, documents, photographs, audio, and video. Applies to the sender of the original record and not the recipient.	Date Disseminated	EVT + 3 years	Destroy Confidential	Yes	No	Announcements, intranet articles and internal newsletters. Staff meeting materials.	March 2032	UWADM026 - Surveys/ Questionnaires
ADMIN351	External Communications	Records that document communications regarding business services and information outside the entity/unit. These communications may be provided through a variety of methods such as, but not limited to, documents, photographs, audio, video, and social media. Applies to the sender of the original record and not the recipient.	Date Disseminated	EVT + 3 years	Transfer to UW Archives	No	No	Daily media logs, news/press releases, media advisories, op-ed columns and articles. Summaries of surveys or questionnaires.	March 2032	UWADM015 - University Publications
ADMIN352	Transitory Records	Records that are nonsubstantive, required only for a short time, have little or no documentary or evidential value, and are not required to meet legal or fiscal obligations. These records shall not be used to initiate, sustain, evaluate, or provide evidence of decision-making or public policy. Both of the statements/ conditions above must be met for the records to be considered transitory and applies regardless of the format of the record.	Date When Created or Received	EVT + 0 years	Destroy Confidential	Yes	Yes	Alerts and notifications (e.g., check your email, meeting about to start). Messages confirming short term arrangements (e.g., taxi ready at 5 PM). Responses to routine requests (e.g., web-site address, contact information, site location, publications) Not all texts or emails are transitory.	March 2032	UWB00002 - Business Communications Transitory
ADMIN353	External Complaints	Records of complaints from the public regarding issues not related to a specific program and are not otherwise regulated by state or federal requirements.	Date of Complaint Resolution, Dismissal, or End of Litigation	EVT + 2 years	Destroy Confidential	Yes	No	Complaints related to a specific program would be filed with those records.	March 2032	UWADM010 - External Complaints
ADMIN354	Activity and Production Reports	Reports by individuals, offices or teams that document the business of the unit of government. May include, but not limited to, progress reports, workload reports, status of work assignments, backlog or production reports, and ad hoc reports.	Date of Creation	EVT + 1 year	Destroy	No	No		March 2032	UWADM022 - Routine Activity / Production Reports

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ADMIN355	Status Reports	Reports that document and report on the business functions of the division and its supporting bureaus. These reports are often prepared for the department or agency head, or an equivalent position. May include, but not limited to, accomplishments, goals, statistics, awards received, anticipated program needs and plans, as well as any supplementary documentation to support such reports.	Date Report is Submitted	EVT + 3 years	Transfer to UW Archives	No	No		March 2032	UWADM023 - Annual Summary Reports
ADMIN356	Staff Biographies	Biographies of appointed or equivalent staff and staff whose work has wide-reaching local, state or international impacts. May include, but not limited to, biographical information, headshots, and materials describing their body of work.	Date of Separation from Position	EVT + 3 years	Transfer to UW Archives	Yes	No	Curriculum Vitae (CVs) Descriptions of research or projects and their impacts. Lists of authored publications or articles. Awards or commendations.	March 2032	New to UW
Program Records – Business records evidencing how a program functions and the services it provides.										
UWADM024	Accreditation Files	This series contains records created by departments and schools or colleges in the process of accreditation or reaccreditation of their programs by external accreditation agencies. These records include, but are not limited to, accreditation applications, program descriptions and supporting documentation, faculty vitae, final reports to the accreditation committee, and results of the accreditation process.	End of the Accreditation Cycle or Creation of the Final Accreditation Report, whichever is later	EVT + 11 years	Transfer to UW Archives	No	No		March 2031	
UWADM018	University Meeting Records	This series includes the meeting materials for official university meetings. Groups include, but are not limited to, departments, official committees, governance meetings, council meetings, personnel/executive committees and university-wide meetings. Records include, but are not limited to, meeting minutes and agendas, supplementary documents or other materials that are associated with the minutes. Records may also include voting materials for elections to committees, actions to be taken and formal ballots on issues of promotion or tenure decided by executive committees. Depending on the purpose of the group, some records may contain PII. The minutes of the meetings should serve as the official record of events. Audio or video recordings of official meetings can be destructed once the meeting minutes are approved. Closed session materials may be confidential pursuant to Wis. Stat. § 19.85(1)(c)(e)(f)(g) and Wis. Stat § 19.36(5).	Meeting Date	EVT + 3 years	Transfer to UW Archives	Yes	Yes		March 2031	UWADM019 - Meeting Recordings UWADM020 - Voting Materials - Elections to Committees UWADM021 - Voting Materials - Executive Committee Actions
ADMIN400	Policies and Procedures	Policies and procedures designed to help employees perform their duties and navigate their department or government unit. May include, but are not limited to, manuals, manual codes, handbooks, and administrative practices. Procedures under this RDA have typically gone through a vetting process and are intended to support policies in a direct manner.	Date Policy or Procedure is Superseded or Obsolete	EVT + 7 years	Destroy	No	No		March 2032	UWADM001 - Policies and Procedures
ADMIN401	Policies and Procedures – Historically Significant	Policies and procedures which have government unit or enterprise-wide broad or long-term, significant impact. These records reflect new policies / procedures or changes to existing policies / procedures that impact employees, or the services provided. These policies and procedures must meet at least one of the following: Establish precedent and have a broad impact that significantly impacts employees, citizens, or the services provided; Be recognized for its uniqueness by established outside peers or authorities; or Receive widespread attention from the news media.	Date Policy or Procedure is Superseded or Obsolete	EVT + 7 years	Transfer to UW Archives	No	No	Executive Directives Communications explaining the new change. Reports or analysis supporting the change. Impacts analysis of the policy or procedure.	March 2032	UWADM001 - Policies and Procedures

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ADMIN402	Project Records	Records documenting approved projects with internal impact. The team's work may include, but is not limited to: An exploratory analysis of an issue or addressing an internal issue that does not have a wide-reaching impact. May also include, but not limited to, meeting agendas and minutes, correspondence, project reports, member lists and responsibilities. May be associated with a workgroup, team, a nonstatutorily established committee or similar.	Date of Project Completion	EVT + 5 years	Destroy	No	No	<p>Training and outreach specific to the project.</p> <p>Project plans and schedules.</p> <p>This schedule does not include IT or facilities projects which have their own record schedule.</p> <p>Records in this series may not be as robust as information contained in a standard project management plan due to its more limited nature.</p>	March 2032	<p>UWADM018 - Agendas/Minutes</p> <p>UWADM019 -Meeting Recordings</p>
ADMIN403	Project Records – Historically Significant	Records documenting approved government unit or enterprise-wide projects with broad impact. These projects must meet at least one of the following: Establish precedent and have a broad impact that significantly impacts employees, citizens or the services provided; Be recognized for its uniqueness by established outside peers or authorities; or Receive widespread attention from the news media. May include, but not limited to, meeting agendas and minutes, correspondence, project reports, member lists and responsibilities. May be associated with a task force, workgroup, team, a non-statutorily established committee or similar.	Date of Project Completion	EVT + 5 years	Transfer to UW Archives	No	No	<p>Project charter, plan or schedule.</p> <p>Project requirements, specifications, evaluations, and summaries.</p> <p>Training and outreach specific to the project. This schedule does not include IT or facilities projects which have their own records schedule.</p> <p>Records in this series consists of information typically contained in a standard project management plan.</p>	March 2032	1762 - University Project Management Project/Planning Records - Approved (Madison)
ADMIN404	Project Records – Not Completed	Records documenting unit or enterprise-wide projects that were not completed. May include, but not limited to, meeting agendas and minutes, correspondence, project reports, member lists and responsibilities.	Date Project was Denied or Date of Last Activity	EVT + 3 years	Destroy	No	No	<p>Project charter, plan or schedule.</p> <p>Project requirements, specifications, evaluations, and summaries.</p> <p>Training and outreach specific to the project. This schedule does not include IT or facilities projects which have their own records schedule.</p> <p>Records in this series consists of information typically contained in a standard project management plan.</p>	March 2032	1761 - University Project Management Project/Planning Records - Submitted for Action, but Not Approved (Madison)
ADMIN405	Entity Subject Records	Records which document the activities of an entity/unit and are typically arranged by topic or subject. These records do not belong to a specific individual but are held at the highest level in a program area.	Date Obsolete or Superseded	EVT + 5 years	Transfer to UW Archives	No	No		March 2032	UWADM003 - Alphabetical / Topical Files
ADMIN450	Charity Campaigns	Charity campaign records which may include, but are not limited to, committee meeting minutes/agendas, flyers, announcements, and campaign events. Applies to the sender of the original record and not the recipient.	Date of Campaign is Completed	EVT + 2 years	Destroy	No	No	<p>Charity campaigns such as Partners in Giving.</p> <p>Clothing and school supply drives.</p> <p>Does not include deduction request forms which will be found in the Payroll GRS.</p>	March 2032	New to UW
ADMIN451	Events – Planning and Preparation	Records related to the planning, preparation and administrative activities of special events such as conferences, forums, special programs, performances, and similar. May include, but not limited to, mailing lists, RSVP tracking, attendee lists, seating charts, contracts, room reservations and logistical information, signage and event correspondence, evaluation forms, travel and speaker arrangements. Events may be hosted at state facilities or sponsored by a unit at a non-state facility.	Date Event Occurs	EVT + 3 years	Destroy Confidential	Yes	No	All invoices related to events should be retained per the appropriate Fiscal and Accounting General Records Schedule.	March 2032	UWADM009 - University Sponsored Conference Records

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ADMIN452	Events – Publicity and Proceedings	Records related to the publicity and proceedings of special events such as conferences, forums, special programs, performances, and similar. May include, but is not limited to, materials created to advertise the event, items distributed to attendees and details about the event itself. Events may be hosted at state facilities or sponsored by a unit at a non-state facility.	Date Event Occurs	EVT + 3 years	Transfer to UW Archives	Yes	No	Announcements, flyers and speaker biographies. Programs, schedules, and handouts or materials distributed to attendees. Photographs and audio or video recordings. Texts of speeches presented.	March 2032	UWADM009 - University Sponsored Conference Records UWADM016 - University Speeches / Presentations UWADM017 - University Recorded Performances / Events
ADMIN453	Training Course Materials	Materials prepared and used by staff to provide routine training targeted to internal and external audiences. Records may include, but not limited to, presentations, handouts and other materials.	Date Materials are Superseded or Obsolete	EVT + 3 months	Destroy	No	No	Basic skill development. Records management, operational or functional training. Training related to licensure or certifications must be retained under a program-specific RDA.	March 2032	UWADM014 - Unit/Department Training and Course Materials
Operational – Records commonly associated with day-to-day operations.										
ADMIN500	Forms Catalog/Listing	List of blank forms available.	Date Catalog or List is Superseded or Obsolete	EVT + 0 years	Destroy	No	No	Document Sales product list	March 2032	New to UW
ADMIN501	Forms Change Request Files	Includes development information, change requests received from users, printing specifications and orders, format samples of each approved version and sponsor/program manager approvals	Date Form is Approved for Use	EVT + 6 months	Destroy	No	No		March 2032	New to UW
ADMIN502	Forms History Files	A history of authorized final forms created and assigned an official identification number. May include, but not limited to, order sheets, and product history reports	Date Form is Obsolete	EVT + 5 years	Destroy	No	No	Completed forms are covered by a program specific RDA.	March 2032	New to UW
ADMIN503	Forms Request Orders	Records used to fill requests for blank forms. May include, but not limited to, inventory location and active orders reports.	Date Request Filled	EVT + 1 month	Destroy	No	No		March 2032	New to UW
ADMIN506	Mailing Address Lists and Updates	Lists used to send mailings or mail materials to subscribers or regular recipients. Also includes changes used to update address records. May include, but not limited to, USPS, inter departmental mail, and email lists.	Date List is Superseded or Obsolete	EVT + 0 years	Destroy	No	No	USPS address change cards. Reports generated from move update software.	March 2032	New to UW
ADMIN507	Mail and Messenger Service Distribution and Routing Plans, Schedules, and Lists	Service delivery and pickup routes, schedules, and distribution lists used to administer mail and messenger services such as route diagrams, schedules or charts.	Date Superseded or Discontinued	EVT + 0 years	Destroy	No	No		March 2032	New to UW
ADMIN508	Mail Pickup and Delivery Records	Records that document that mail and messages were picked up and delivered. May include, but not limited to, mail and fax logs, certified or registered mail receipt forms, signed pickup and delivery receipts, delivery and pickup route lists, and spreadsheets.	Date of Creation	EVT + 1 year	Destroy Confidential	Yes	No	These records may be required as evidence in public records cases alleging that the government unit did not respond in a timely manner to inquiries or requests for service by the public. Does not include records specifically required as evidence of the execution of a contract, timely receipt of bids, or compliance with a specific statute or regulation.	March 2032	New to UW

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ADMIN509	Records Inventory	Descriptive reports of inventory for in-house and offsite records storage. Inventory reports may contain information indicating titles, record series, contents, locations, volume, inclusive dates, RDA (Record Retention/Disposition Authorization) numbers, and other attributes of those records. The inventory is used for staff reference to ensure compliance with retention requirements, and to run reports for audit(s) or risk management purposes.	Date Superseded	EVT + 10 years	Destroy	No	No	Internal inventories of records maintained. Inventory reports from the State Records Center or other storage vendors. For inventory stored at the State Records Center (SRC) or Other State Owned, Off-Site Storage Facility. The SRC or other state-owned storage facility is responsible for the official record. For inventory stored at a Non-State Owned, Off-Site Storage Facility and On-Site at Government Unit Storage. The government unit is responsible for the official record.	March 2032	New to UW
ADMIN510	Records Inventory Disposition Files	Records documenting authorized / approved destruction of records or transfer to an archival repository. May include, but not limited to, destruction request and approval forms, State Records Center annual and mid-year disposition files/reports, purge lists, transfer to archives eligibility, and related correspondence	Date of Creation	EVT + 25 years	Destroy	No	No	For inventory stored at the State Records Center (SRC) or Other State Owned, Off-Site Storage Facility, the SRC or other state-owned storage facility is responsible for the official record. For inventory stored at a Non-State Owned, Off-Site Storage Facility or On-Site by a Government Unit, the government unit is responsible for the official record. These records are retained to document the legal disposition of records in case of discovery actions during litigation or when requested for use in audits.	March 2032	New to UW
ADMIN511	Records Storage/Transfer Files	Records used to transfer and retrieve inventory to and from inactive storage, and to maintain control while in storage. May include, but not limited to, records tracking missing files, boxes, or electronic media. Also, may include retrieval requests, transfer forms or lists, internal storage requests, and charge out slips or logs.	Date of Creation	EVT + 3 years	Destroy	No	No	For inventory stored at the State Records Center (SRC) or Other State Owned, Off-Site Storage Facility, the SRC or other state-owned storage facility is responsible for the official record. For inventory stored at a Non-State Owned, Off-Site Storage Facility or On-Site by a Government Unit, the government unit is responsible for the official record.	March 2032	New to UW
ADMIN512	Records Retention Disposition Authorizations (RDA) Index	Internal index used to track RDAs.	Date Index is Superseded	EVT + 10 years	Destroy	No	No		March 2032	New to UW
ADMIN513	Records Retention Disposition Authorizations (RDA) – Government Unit Official Record	Records Retention Disposition Authorizations (RDAs) approved by the Wisconsin Public Records Board (PRB). This is the agency, campus, or other government unit official record. RDAs must be retained to document compliance with State records management laws and regulations and as the authority to retain and/or dispose of records specified in such policies.	Date Closed or Superseded	EVT + 20 years	Destroy	No	No		March 2032	New to UW
ADMIN514	Records Retention Disposition Authorizations (RDA) – PRB Official Record	Records Retention Disposition Authorizations (RDAs) approved by the Wisconsin Public Records Board (PRB). This is the PRB official record, which is maintained by the PRB Executive Secretary	Date Closed or Superseded	EVT + 100 years	Destroy	No	No	Agencies and governmental units are provided with a signed version of their approved RDAs which are retained by them according to ADMIN513.	March 2032	New to UW

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ADMIN515	Records Management Program	Records used to support the administration of a records management program. May include, but not limited to, correspondence and memoranda, copies of laws, regulations, and other related retention and disposition requirements and documentation compiled to support a records management program. This documentation may be used to draft, amend, or renew a Records Retention Disposition Authorization (RDA). May also include supporting legal information for citations contained in an RDA.	Date Document No Longer Needed or RDA is Approved	EVT + 10 years	Destroy	No	No	Tracking or guidance documents. Surveys and studies. Records management related articles, vendor literature, management plans.	March 2032	New to UW