

Schedule 170-14

UNIVERSITY OF NEBRASKA BOARD OF REGENTS

ACADEMIC AFFAIRS/PROVOST RECORDS

April 4, 2013

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, **regardless of the media on which they reside**

**SCHEDULE 170-14 – UNIVERSITY OF NEBRASKA BOARD OF REGENTS – ACADEMIC AFFAIRS /
PROVOST RECORDS**

General Guidance:

UNIVERSITY RECORD - The single authorized copy of or belonging to the University, regardless of physical form or medium.

April 4, 2013



ITEM NUMBER	RECORDS SERIES	
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ITEM NUMBER	RECORDS SERIES	ITEM TITLE / ITEM DESCRIPTION	RETENTION	OFFICE OF RECORD	REFERENCE / COMMENTS
170-14-14	ADMINISTRATIVE RECORDS	OUTREACH PROGRAMS Records documenting department or program outreach efforts to the University as well as to specific audiences outside the University community.	5 YEARS After current calendar year - December 31		Archival review
170-14-15	ADMINISTRATIVE RECORDS	POLICY, UNIVERSITY Policies prepared by the Office of the Provost.	5 YEARS After superseded	Office of the Provost	Archival review
170-14-16	ADMINISTRATIVE RECORDS	PROJECT RECORDS Records related to a specific University project. A project is an activity that has an identifiable beginning and end.	7 YEARS After project completion		Archival review 31 U.S.C. §§ 3729–3733, as Amended See also: 170-8 Sponsored Projects (Grants)
170-14-17	ADMINISTRATIVE RECORDS				

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ITEM NUMBER	RECORDS SERIES	ITEM TITLE / ITEM DESCRIPTION	RETENTION	OFFICE OF RECORD	REFERENCE / COMMENTS
170-14-21	CURRICULUM RECORDS	BOOK ORDER RECORDS Records relating to books ordered for courses taught at the University and may include the textbook request, and other related records.	3 YEARS After end of course		
170-14-22	CURRICULUM RECORDS	CATALOGUES AND BULLETINS Catalogues and bulletins that document program requirements and course offerings.	5 YEARS After superseded		Archival review
170-14-23	CURRICULUM RECORDS	CONFERENCES, SEMINARS, CONVENTIONS, INSTITUTES Records relating to special educational forums presented or sponsored by the University or held in University facilities.	3 YEARS After end of event		Archival review
170-14-24	CURRICULUM RECORDS	COURSE AND PROGRAM RECORDS Records relating to approved course and program offerings; may include course description, outlines, objectives, program documentation.	5 YEARS After superseded		Archival review
170-14-25	CURRICULUM RECORDS				

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ITEM NUMBER	RECORDS SERIES	ITEM TITLE / ITEM DESCRIPTION	RETENTION	OFFICE OF RECORD	REFERENCE / COMMENTS
170-14-37	LEGAL RECORDS	EXCHANGE AGREEMENTS Records relating to exchange agreements entered into by the University.	7 YEARS After expiration		
170-14-38	LEGAL RECORDS	FCC LICENSE RECORDS Records that document the process of obtaining licenses for television, wireless, radio, and mobile communication frequencies from the Federal Communication Commission (FCC).	7 YEARS After expiration		
170-14-39	LEGAL RECORDS	OUTREACH AGREEMENTS Records relating to outreach agreements entered into by the University.	7 YEARS After expiration		
170-14-40	LEGAL RECORDS	PROFESSIONAL SERVICES CONTRACTS Contracts for consulting services provided by non-University sources, and may include contract amendments.	7 YEARS After expiration		
170-14-41	PROGRAM REVIEW RECORDS	ACADEMIC PROGRAM AUDIT RECORDS Records relating to the audit of academic programs to determine whether the program should be continued or revised or discontinued.	7 YEARS After audit completion		Archival review
170-14-42	PROGRAM REVIEW RECORDS	ACCREDITATION DOCUMENTATION Statistical, descriptive and evaluative materials necessary to establish or maintain accreditation for a college, department or program with the professional association which sets the standards for that particular discipline. Materials must have been created specifically for accreditation.	7 YEARS After accreditation, or until superseded by new accreditation (whichever is later)		Archival review
170-14-43	PROGRAM REVIEW RECORDS	ACCREDITATION REPORTS - FINAL Records including, but not limited to, self-evaluation reports, evaluation reports from accreditation organizations, and final reports sent to accreditation organizations.			

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RECORDS DISPOSITION REPORT ^{AGENCY}
Board of Regents of the U

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK ESTIMATE OF
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