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<i>Record Series #</i>	<i>Record Series Title</i>	<i>Description:</i>	<i>Retention Period:</i>	
		<i>Administrative</i>		
101-100307	Annual Reports	Consists of reports prepared by or for the agency addressing the "state" of the agency, including goals, targets, objectives and finances.	Permanent	
101-012016	Correspondence/Subject Files: Agency Heads	Consists of incoming and outgoing letters, memoranda, faxes, notes and their attachments, in any physical format including, but not limited to, paper and e-mail. Also refer to record series 012019, "correspondence Files - Routine, Administrative."	Permanent	
101-100313	Correspondence/Subject Files: Department or Division Heads - Historically Significant	Consists of incoming and outgoing letters, memoranda, faxes, notes and their attachments of a historically significant nature not listed on an agency specific schedule, in any physical format including, but not limited to, paper and e-mail.	Permanent	
101-100314	Correspondence/Subject Files: Other Officials - Historically Significant	Consists of incoming and outgoing letters, memoranda, faxes, notes and their attachments of a historically significant nature, not listed on an agency specific schedule, in any physical format including, but not limited to, paper and e-mail.	Permanent	
101-100315	Directives	Documents the issuance of directives by the agency head outlining policy to lower levels of authority.	Permanent	
101-100319	Environmental Impact Studies	Documents the environmental impact or major projects proposed or reviewed by agency officials.	Permanent	
101-100320	Feasibility Studies: Historically Significant	Documents any feasibility study of a historically significant nature created by or for an agency not listed on an agency specific schedule.	Permanent	

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		<i>Administrative</i>		
101-100326	History Files	Consists of significant material that conveys the history of the agency, its government, its accomplishments, its officials or employees. May be material of an exceptional nature that is listed as disposable in this or other general schedules. Includes, but is not limited to, scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by the agency. Also included are narratives; printed, audio, or audiovisual histories; or matters of significant historical importance.	Permanent	
101-100328	Information and Public Education Records: Pamphlets, Visual Aids, and/or News Clippings Regarding Historically Significant Events	Consists of historically significant public information or education campaigns and materials or items about the agency, collected from public sources. Also refer to records series 100361, "Recordings, Audio and Visual," 100357, "Public Relations Files," and 100359, "Publications."	Permanent	
101-100331	Legal Opinions Requested by the Unit	Consists of the opinions requested by the university functional unit from the university counsel or the Attorney General's office on matters of law.	Permanent	
101-007136	Legislative Case Files	Documents the agency process to propose or promote legislation that will affect or benefit the agency. The series consists of all drafts including marked copies of proposed legislation, correspondence, memoranda and other materials related to the consideration of legislation and its final disposition.	Permanent	

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		<i>Administrative</i>		
101-100335	Management Reports: Historically Significant	Ddocuments the internal control or management of a specific function of the agency which is of historical significance.	Permanent	
101-100340	Motion Pictures: Agency Produced or Sponsored	Motion pictures or videos prepared by or for agency for a specific purpose. Does not include commercially available material.	Permanent	
101-100343	Organization Files: Administrative Structure and Management	Documents the collection of original material outlining organization or functions of the agency's major administrative units; also, material about the reorganization of the departments or management structure.	Permanent	
101-100346	Photographs and Negatives: Historically Significant	Consists of the collection of photographs or negatives created by or for an agency. Includes events that document the agency's organization, special ceremonies, occasions, events and facilities. May include commercially available material.	Permanent	
101-100348	Planning Files: Administrative - Historically Significant	Documents the planning of administrative changes or projects, major purchases, significant events or occasions not agency head approval of the details, which are historically significant.	Permanent	
101-100350	Policy and Procedure Records: Agency Record Copy	Documents policy or procedural guidance issued or approved by the agency head.	Permanent	
101-100355	Project Documentation Files: Historically Significant	Documents design, development, control, or monitoring of a specific project or group of projects that are historically significant.	Permanent	

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101-100357	Public Relations Files: Historically Significant	Documents information provided to the public and business or government communities. Includes statements, visual aids, news releases and news clippings regarding historically significant events. Also, one official copy of any historically significant publications.	Permanent	
101-100359	Publications: Agency Produced or Sponsored	Documents the official release of agency publications meant for public distribution or general internal distribution.	Permanent	
101-100361	Recordings, Audio and Visual: Historically Significant	Consists of audio or visual recordings, created by or for an agency, that are of an enduring historically significant nature or that describe the current function or organization of the agency's major administrative units. Commercially available material may be included, if appropriate. Does not include recordings used in lieu of minutes or as temporary transcripts of minutes.	Permanent	
101-200082	Archival Transfer Forms	Documents the transfer of permanent records to VT University Archives.	Permanent	
101-100371	Reports: Historically Significant	Documents the creation of routine reports, of a historically significant nature, not listed on any general schedule or special schedule. This series applies only if reports are filed separately. If normally filed with any other series, the retention for that series applies.	Permanent	
101-100377	Special Interest Items	Consists of records, files, or other documents, regardless of scheduled retention period, determined to be of special historic or research interest by the university or functional unit thereof.	Permanent	

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<i>Record Series #</i>	<i>Record Series Title</i>	<i>Description:</i>	<i>Retention Period:</i>	
		<i>Fiscal</i>		
102-007026	General Ledger	Documents the assets, liabilities, fund balances, revenues, and expenses of the agency. This series may include, but is not limited to: journals and ledgers.	Permanent	
		<i>General Services</i>		
106-012221	Real Property: Construction As-Built Plans, Specification, Drawings, Plans and Maps	Documents the end result of university construction and renovation projects.	Permanent	
		<i>Law Enforcement</i>		
117-200212	Investigative Case Files: Historically Significant	Documents the processes and results of any systematic investigations, inquiries, or examinations into criminal or suspected criminal acts, that are determined to have historical value. This series may include, but is not limited to: reports, photographs, audio and video recordings, evidence, fingerprints, laboratory reports, and other supporting documentation.	Permanent	

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		<i>University Records</i>		
111-101073	Academic Departments: Course/Curricula Approval	Documents the proposed creation of new or revised courses, programs or degrees. This series may include, but is not limited to: requests, contents, and approval or refusal documentation.	Permanent	
111-101085	Academic Departments: Student Theses and Dissertations	Documents the completion of work by graduate and doctoral students. This series may include, but is not limited to: theses or dissertations.	Permanent	
111-101132	Accreditation Records: Final Accreditation	Documents university's formal accreditation by a relevant educational accreditation body. This series may include, but is not limited to: self study reports, final report, and questions and responses.	Permanent	
111-200230	Administration: Foundation Agreements and Management Records	Documents agreements between a college or university-related foundation and the university. This series may include, but is not limited to: policy, memorandum of agreement, and annual report.	Permanent	
111-101091	Administration: Postsecondary Education Reports	Documents the submission of required reports to the State Council of Higher Education for Virginia (SCHEV) and/or the Virginia Community College System (VCCS). This series may include, but is not limited to: general statistics/demographics, such as admission, degree completion, enrollment, and residency; federal financial aid information; and list of students enrolled.	Permanent	
111-101160	Administration: Statistics	Documents the reporting of various registration and enrollment data. This series may include, but is not limited to: admissions, registration, grading, degree, student or alumni statistics.	Permanent	

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111-101089	Admissions: Student Recruitment Publications	Documents the history of courses and classes available to students. This series may include, but is not limited to: promotional material and description of programs/courses.	Permanent	
111-101099	Athletics: Sports History and Memorabilia Records	Documents the acquisition and control of sports history memorabilia. This series may include, but is not limited to: donation records and purchase documentation.	Permanent	
111-200235	Development: Donor Records - Major Donors	Documents information about major donors used in developing donations and relationships. This series may include, but is not limited to: documentation of donation, research into donors interest/worth, financial data such as tax information, and memorandum of agreement documenting how funds are spent.	Permanent	
111-101114	Development: Trust and Endowment Records	Documents trusts or endowments and history of trustees and investments. This series may include, but is not limited to: agreements, stipulations, stock accounts, and end of year reports.	Permanent	
111-101070	Registration: Commencement Records	Documents commencement activities. This series may include, but is not limited to: program and schedule of events.	Permanent	
111-101093	Registration: Schedule of Classes	Documents the classes offered in each semester. This series may include, but is not limited to: course descriptions and faculty course assignments.	Permanent	

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111-101154	Registration: Student Record	Documents the history of a student's academic life at the college or university. This series may include, but is not limited to: courses taken, grades, transcripts, and degrees (major and minor) received.	Permanent	
111-101169	Research: Final Reports	Documents the completion of research by a college or university employee. This series may include, but is not limited to: final scientific or research report of results.	Permanent	
111-101179	Student Affairs: Student Organizations	Documents the management and control of student organizations approved or authorized by the college or university. This series may include, but is not limited to: organizational reports, by-laws, meeting minutes, and lists of members.	Permanent	