Michigan State University – Records Management Policies
RESOLUTION ON THE PRESERVATION OF UNIVERSITY RECORDS AND THE
ESTABLISHMENT OF THE UNIVERSITY ARCHIVES

1. The records of the official activities of the University officers and offices are the property
   of Michigan State University.
2. Such property is not to be destroyed without the approval of (a) the officer in charge of
   the department where the papers are produced or accumulated, and (b) the Director of
   Archives.
3. Restrictions may be placed on the use of confidential records and papers entrusted to the
   Archives by the Board of Trustees, administration officials and other donors.
4. A University Archives shall be established under the direction of an archivist who shall
   be responsible to the Executive Vice President and Secretary to the Board and the Provost
   of the University.

The Archives shall be the depository for University records which are no longer administratively
useful in the several departments, but which have historical or other value. The Archives may
also receive personal papers of officials, faculty, staff, students, alumni, and others.

(Source: MSU Board of Trustees Meeting Minutes, November 21, 1969)

Applicable Laws and Regulations

There are many federal and state laws and university regulations, ordinances, and policies that
pertain to the management, retention, and accessibility of university records.

Federal laws applicable to university records management include, but are not limited to:

- **Family Educational Rights and Privacy Act (FERPA)**, also known as the Buckley
  Amendment—Signed into law August 21, 1974, and effective November 19, 1974,
  FERPA protects the privacy of student education records. FERPA allows the student to
  have some control over the disclosure of personally identifiable information from the
  educational record.
- **Privacy Act of 1974 or Omnibus code of fair information practices**—Effective September
  27, 1975, this act regulates the collection, maintenance, use, and dissemination of
  personally identifiable information. The purpose of the act is to restrict disclosure of
  information about individuals with the rights of the individuals to be protected against
  unwarranted invasions of their privacy.
- **Health Insurance Portability and Accountability Act Privacy Rule (HIPAA)**—Effective
  August 21, 1996, and revised August 14, 2002, this act established a set of national
  standards for the protection of certain health information. The privacy rule addresses the
  use and disclosure of individuals’ health information as well as standards for individuals’
  privacy rights to understand and control how their health information is used.
UAHC has developed retention schedules designed to satisfy these university and governmental requirements.