



Managing Faculty Files

Kansas State University Records Management supports faculty in organizing, storing, and maintaining university records. We can help you create clear file names, set up storage systems, and decide how long to keep paper, digital, and multimedia records. Our office is located in the Morse Department of Archives and Special Collections on the fifth floor of Hale Library. We offer guidance on topics such as creating or updating records schedules, transferring materials to the university archives, understanding legal and policy requirements, and accessing training and resources.

As a faculty member, you're responsible for the records you create and manage. If you have questions about organizing, disposing of, or preserving your records, please contact University Records Manager Danielle Hall at dnhall@ksu.edu.

Purpose of Guidelines

These guidelines are based on best practices and privacy rules from federal, state, and university policies. They will help you:

- Tell the difference between university records and your personal or professional files
- Learn how to donate personal materials to the university
- Understand privacy and confidentiality rules

These tips apply to both paper and digital files. Email and other electronic documents are important for university work and may include key information about teaching, research, decisions, and daily activities. Some of these records may also be valuable for historical purposes.

University Records

University records are documents created or received in the course of official business. They serve as evidence of the institution's functions, decisions, policies, and activities. These records can exist in any format—paper, digital, or multimedia—and may be created in offices, at home, or on personal devices. Regardless of location or medium, if they relate to university operations, they are considered official records.

It can be challenging to distinguish between personal and professional files, especially when both have long-term historical value. However, official university records are governed by institutional policies, such as [K-States General Records Schedule](#).

Types of University Records

Administrative Records

Support the university's internal operations and decision-making. These include:

- **Policy Records:** Budgets, organizational charts, manuals, directives, and high-level correspondence.
- **Operational Records:** Memos, procedures, and documentation used in daily administration.

Legal Records

Records of legal value include those with evidence of the legally enforceable rights or obligations of the State. These may include:

- **Property records:** land, contracts, leases, licenses
- **Citizenship records:** birth, death, marriage, legal and criminal cases

- **Employment records:** personnel files, veterans' records, payroll
- **Government records:** laws, rules, and documents used to support legal actions or protect the state

Fiscal Records

Fiscal records are related to an organization's financial activities, such as budgets, payrolls, vouchers, and accounting documents. Even after they're no longer needed for daily work, these records may be kept to show how money was spent and to meet audit or legal requirements.

Historical Records

Records that hold historical significance are stored in the University Archives for long-term reference and research. These archival records serve multiple purposes: they help public officials maintain consistency in governance, avoid redundant efforts, and address recurring challenges effectively. They also safeguard citizens' legal rights and support research across disciplines to enhance general knowledge and understanding.

Research Records

Research records support scholarly work and often contribute to publications. They may include data on individuals, organizations, historical events, and societal trends. These records—such as case files, correspondence, and statistics—hold informational, administrative, and archival value.

Electronic Records

An electronic record is digital information created or received during official activities. Examples include emails, documents, spreadsheets, images, and databases. If related to public business, these records are considered public.

Organizing and Naming Your Files

Consistent file naming and folder structures make it easier to locate and manage your records over time. Use clear, descriptive names that include dates, course numbers, or project titles.

- Example: GrantProposal_NSF_ClimateChange_2025.pdf

Group related files into folders by activity (e.g., Teaching, Research, Service) and subfolders by year or project

Personal vs. University Records

Personal materials—such as personal correspondence, creative works, or professional association records—are not considered university records. However, if you wish to donate personal papers of historical value, the University Archives can help you evaluate and prepare them for transfer. You can contact the university archivist at libsc@k-state.edu or (785) 532-7456.

Keeping your records organized doesn't have to be overwhelming. Start small, stay consistent, and reach out if you need help. We're here to support you every step of the way.