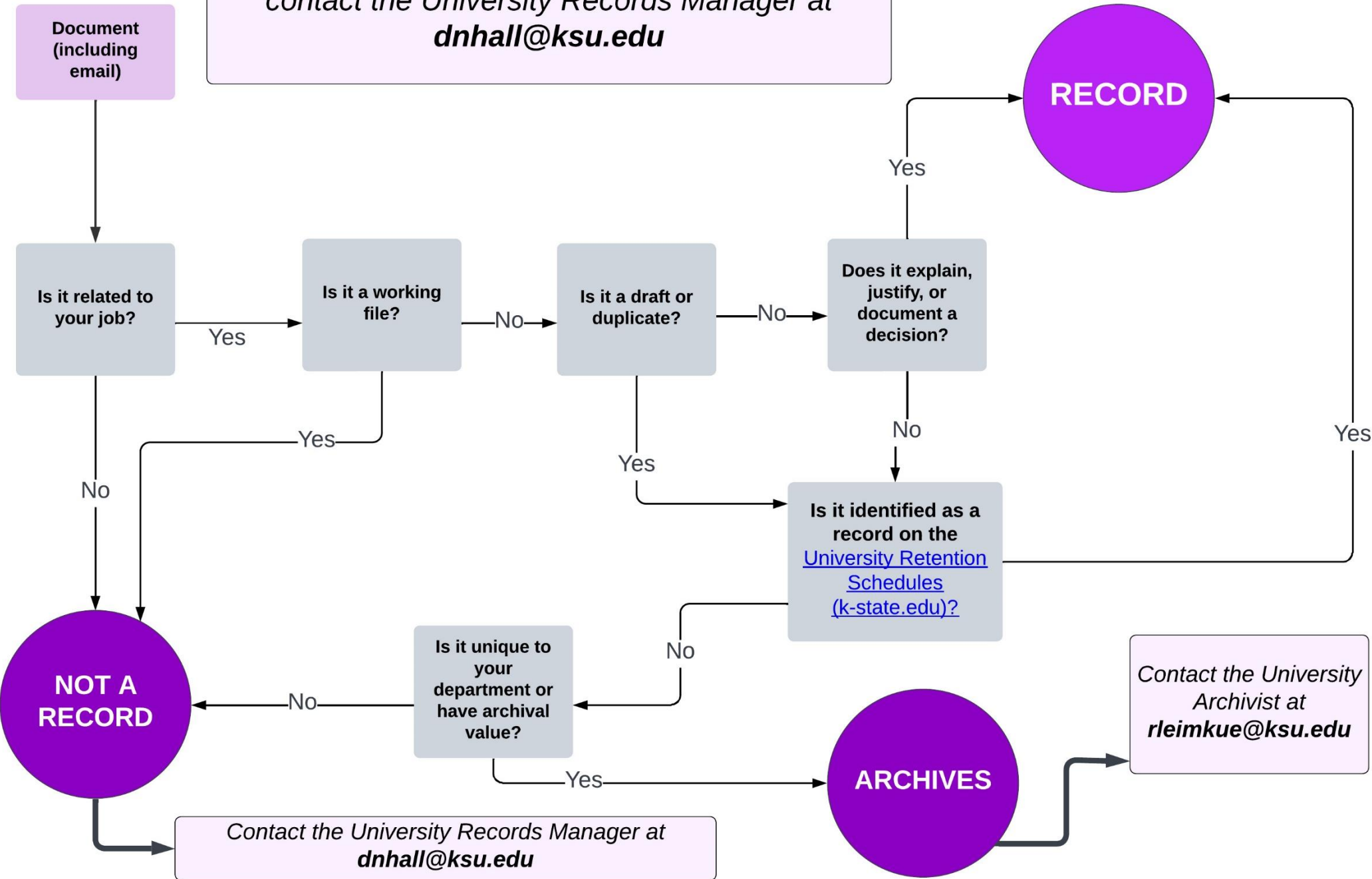


IS IT A RECORD?

If you are unsure if a document is a record, contact the University Records Manager at dnhall@ksu.edu



DEFINITIONS:

'**Documents**' is defined as all information or documentary material including documents, reports, maps, indexes, plans, memoranda, photographic records, emails, and other records, made or received by an agency.

“**Records**’ are information your organization creates and maintains in the course of doing business. Records can be in any media, including paper, magnetic tape, and optical disks. Work-related records, including email, that employees produce in their homes and on their personal home computers are still the property of your organization. Your records are unique to your organization and are evidence of who you are and what you do” (see www.k-state.edu/arm).

“**Working File**’ is defined as records that are regularly used for the conduct of the current business of their creator, and therefore, continue to be maintained in office spaces” (see [Records Management Glossary of Terms \(si.edu\)](http://Records Management Glossary of Terms (si.edu))).

"**Retention and disposition schedules**' means lists of series of government records, prepared pursuant to [K.S.A. 45-404](#) and subsections (c) and (d) of [K.S.A. 45-406](#), and amendments thereto, specifying which series of records have enduring value, authorizing disposition of certain other series of records, and indicating how long certain series of records should be retained before disposition of them" (see [K.S.A. 45-402\(g\)](#)).

'**Records life cycle**' means the phases of existence for records, usually including creation, active (current and regularly used), inactive (current and occasionally referenced), and disposition (non-current).

'**Records retention**' means the length of time records should be maintained by an organization. This duration can range from immediate disposal to archival preservation.

'**Records disposition**' means the decision, usually designated by retention schedules, to move records to their final location. Options can include continued maintenance in office of record, destruction, or transfer to the archives.

'**Archives**' is referring to the Richard L.D. and Marjorie J. Morse Department of Special Collections that is located on the fifth floor of Hale Library.