



Records Management Practice Directive

Division: Administrative Affairs
Department: Administrative Affairs
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Authority:

State of Wisconsin: [Wis. Stat. § 16.61\(2\)\(b\), \(c\), & \(d\)](#), [Wis. Stat. § 19.21\(4\)\(b\) & \(5\)\(c\)](#), [State of Wisconsin General Records Schedule Policy](#), [Wisconsin Administrative Code Chapter Adm. 12.](#)

UW System: [UW System General Schedules and Records Management Services, Regent Policy Document 3-2](#), [Regent Policy Document 25-5](#), [UW System Admin. Procedure 1031](#)

UW-Whitewater: [File Storage Policy](#), [Data Custodianship Policy](#)

Objective:

Records are a basic tool of transacting business on behalf of all units of Wisconsin Government. They are also the foundation for government accountability. Records management is regulated by Wisconsin state law, and accordingly, General Records Schedules (GRSs) provide legal authorization to dispose of records common to a business function on a regularly scheduled basis.

General Records Schedules are a mechanism for consistent retention and disposition of similar types of records across all government units and provide assurance of accountability to the public. GRSs also contain guidelines for complying with legal, fiscal, and archival requirements for records retention and facilitate cost-effective management of records commonly found in all government units.

All employees of the University of Wisconsin-Whitewater (University) are agents of the State of Wisconsin and must obey all federal, state, and UW System policies on records management and GRSs.

In order to support record management best practices and to be in compliance with state and UW System policies, the University is establishing general guidelines on how to identify records that must be retained in accordance with General Records Schedules, how to securely store retained records, and how to properly dispose of records.

Statement:

This practice directive, and its corresponding procedure, support the continuous management of records by outlining how employees can decide if records must be retained and for how long, how to securely retain records, and how to properly dispose of records.

Procedures:

[Records Management Procedure](#)

[Records Management Tool](#)

[UW System Data Risk Classifications](#)

[UW-Whitewater Data Owner Responsibilities](#)

[UW System General Records Schedules](#)

Searchable Words:

Record, Records, Record Management, Records Management, Retain, Retention, Record Retention, Records Retention, General Records Schedule, GRS.