



Copy  
Chron  
Legal

CODE: 26

# University of Guam

OFFICE OF THE PRESIDENT  
UOG Station, Mangilao, Guam 96913  
Cable: "UnivGuam" Telex: 721-6275

March 30, 1988



**WILFRED P. LEON GUERRERO**  
PRESIDENT

Memorandum

To: Director of Administration  
From: President  
Subject: Records Retention & Disposition Schedule

Pursuant to your March 9, 1988 memorandum, transmitted are the following:

Records Retention & Disposition Schedule as approved by the Chairman, Board of Regents on December 11, 1984 and the Attorney General of Guam on May, 1985. (Note: No changes made.)

Current Organizational Charts for:

- 1) University of Guam
- 2) Vice President, Academic Affairs
- 3) College of Agriculture & Life Sciences
- 4) College of Arts & Sciences
- 5) Nursing Division, College of Arts & Sciences
- 6) College of Business & Public Administration
- 7) College of Education
- 8) Graduate School & Research
- 9) Micronesian Area Research Center
- 10) Water & Energy Research Center
- 11) Learning Resources
- 12) Student Affairs
- 13) Vice President, Administrative Affairs
- 14) Controller
- 15) Personnel Office
- 16) Computer Center
- 17) Plant Management

If you have any questions reference to the above, please call Dr. James Craig at 734-2921 extension #4115.

  
WILFRED P. LEON GUERRERO

Enclosures:

cc: Vice President, Administrative Affairs  
Records Management Officer  
Personnel Office  
Chrono

1-26

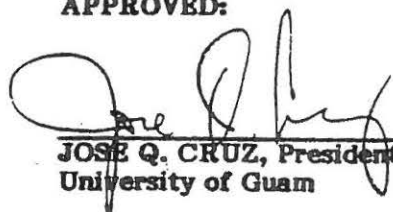
85-0478

UNIVERSITY OF GUAM  
OFFICE OF THE PRESIDENT

AUTHORIZATION FOR RETENTION & DISPOSITION  
GOVERNMENT OF GUAM RECORDS  
SECTION 6707 PUBLIC LAW #6-64

This authorizes a retention and disposition schedule for official records of the University of Guam.


APPROVED:

  
JOSE Q. CRUZ, President  
University of Guam


APPROVED:

 12/11/84  
JESUS U. TORRES, Chairman  
Board of Regents

APPROVED:

 acting  
ESTEBAN U. TORRES, Director  
Department of Administration

APPROVED:

  
RICHARD G. OPPER  
Attorney General of Guam

RECEIVED

MAY 10 1985

ba

ATTORNEY GENERAL'S OFFICE

GENERAL RECORD SCHEDULE

UNIVERSITY OF GUAM

The records described below relate to all procedures, controls, and related matters pertaining to the University of Guam within the Territorial Government as administered under the authority of applicable laws, rules, and regulations and are the official records retention/disposal schedule for the University in accordance with the Government Code of Guam, section 6707, Public Law 6-64.

<u>NO</u>	<u>DESCRIPTION</u>	<u>FILING</u>	<u>DISPOSITION</u>
1	Correspondence, public laws, executive orders that document the development, establishment and execution of all policies, plans, and procedures for administering the laws, regulations, and policies pertaining to the Unit.	Subj/chrono	Permanent. Copies in Archives.
2	Correspondence and subject files relating to administration and operations of Unit functions having limited historical or legal value.	Subj/chrono	Three years after date of document or after file is closed. Dispose.
3	Correspondence and subject files relating directly to the administration and operations of the unit.	Subj/chrono	Three years after file is closed. Transfer.
4	Unit personnel records. Staffing patterns, descriptions, assignments, etc.	Subj/chrono alphabetical	Three years after file is closed. Transfer.
5	Required Unit reports.	Chrono	Permanent. Copies in Archives.
6	Unit annual reports.	Chrono	Permanent. Copies in Archives.
7	Unit activity reports (less than annual).	Subj/chrono	Three years after file is closed. Dispose.

8	Unit budgets and audits.	Chrono	Three years after file is closed. Transfer.
9	Fiscal records.	Chrono	Three years after file is closed. Transfer.
10	Legal records.	Subj/chrono	Permanent. Copies in Archives.
11	Publications.	Subj/chrono	Permanent. Copies in Archives.
12	Other records and files unique to the Unit.	Unit specify	Unit specify.
13	Minutes, memoranda, correspondence, resolutions, and reports of the governing board of the University.	Subj/chrono	Permanent. Copies in Archives.
14	Records of the office of the chief executive including correspondence, administrative subject files, and reports.	Subj/chrono	Three years after file is closed. Transfer.
15	Correspondence, subject files, and reports of the chief academic affairs officer.	Subj/chrono	Three years after file is closed. Transfer.
16	Correspondence, subject files, and reports of the chief administrative officer.	Subj/chrono	Three years after file is closed. Transfer.
17	Correspondence, subject files, and reports of the chief officer of units operating with a degree of independence, such as colleges, research units and institutes, business office, and personnel office.	Subj/chrono	Three years after file is closed. Transfer. .

18	Minutes, memoranda, subject files, and reports of all major academic and administrative committees, including the faculty council and its committees. Minutes, memoranda, subject files, and reports of all 'task force' and 'ad hoc' committees.	Subj/chrono	Three years after file is closed. Transfer.
19	Correspondence, subject files, and reports of the office of the chief student affairs officer.	Subj/chrono	Three years after file is closed. Transfer.
20	Accreditation reports and supporting documentation.	Chrono	Three years after file is closed. Transfer.
21	Annual budgets and audit reports.	Chrono	Three years after file is closed. Transfer.
22	Departmental records, including minutes, reports, and syllabi.	Subj/chrono	Three years after file is closed. Transfer.
23	Personnel records of retired, resigned, or deceased faculty, administrators, and staff.	Subj/chrono	Six months after file is closed. Transfer.
24	Records of the registrar including timetables and class schedules, non-current student transcripts, enrollment reports, graduation rosters, and other reports issued on a regular basis.	Subj/chrono	Three years after file is closed. Transfer.
25	Alumni records including minutes of the alumni association.	Subj/chrono	Three years after file is closed. Transfer.
26	Reports of the admissions office.	Subj/chrono	Three years after file is closed. Transfer.
27	Reports of the office of institutional research.	Subj/chrono	Three years after file is closed. Transfer.

28	Reports of the university development office.	Subj/chrono	Three years after file is closed. Transfer.
29.	Records of student organizations.	Subj/chrono	Three years after file is closed. Transfer.
30	All publications, newsletters, booklets, etc. distributed in the name of the University, including but not limited to: catalogs, special bulletins, yearbooks, student newspapers, university directories and rosters, faculty and departmental newsletters, alumni magazines, programs, posters, and ephemeral materials.	Subj/chrono	Three years after file is closed. Transfer.
31	Audiovisual materials documenting the development of the institution such as still photographs and negatives, motion picture films, oral history interviews, and audio and video tapes on the university or produced by members of the university community.	Subj/chrono/ format	Three years after file is closed. Transfer.
32	Security copies of microform produced by any campus vital records program.	Format	Immediate transfer.
33	Maps and plot plans documenting physical growth, changes, or development.	Subj/chrono/ format	Three years after file is closed. Transfer.
34	Reports of research projects including grant records.	Subj/chrono	Three years after file is closed. Transfer.
35	Personal papers of individuals connected with the growth and development of the university.	Subj/chrono	Immediate transfer.
36	Artifacts, realia, and models relating to the history of the university.	Format	Immediate transfer.
37	Student Health Records.	Alphabetical- ly by name	3 years after file is closed then transfer to Records Center for permanent storage.