

Legal General Schedules

* More detailed record descriptions may be found by clicking the MDAH numbers. Please contact the Curator or Records Management Specialist with any additional questions.

* Record	Office of Record	Retention	Notes	MDAH #
Accident Reports and Associated Documentation – Without Claims	Office of Origin	Hold 3 years from date of injury, then dispose.		5837
Accident Reports-Workers' Compensation	Human Resources	Hold 10 years, then destroy confidentially.		5838
Copyright Records	Office of Origin	Transfer 1 set of documentation to University Archives annually.	Hold other files in current files area 3 years, then destroy confidentially.	5840
Copyright Release Records	Departments acquiring copyright releases	Retain 4 years after request, then destroy. Library: Destroy confidentially to protect patron information.	Retention per US Copyright Office guidelines	5841

General Liability Claims	Human Resources	Hold 10 years, then destroy confidentially.		5839
Litigation Files	University Counsel and affected department(s)	Once closed, transfer cases of potential significance to University Archives for permanent retention. Hold non-archival litigation files in current files area 7 years after case has been closed, then dispose.	Significant cases establish precedent by substantially changing state law or policy, relate to political figure or subdivision, emergency events, protected classes of people, health/safety/welfare of citizens, or historically significant to the formation, creation, or continued operation of the University.	5842
Public Records Requests-Approved	Responding Office	Hold original or authenticated reproduction 3 years, then dispose.		G3
Public Records Requests-Denied	Responding Office	Hold original or authenticated reproduction 3 years, then dispose.	If denial is in litigation, hold until litigation is resolved.	G3