



# E-Records Archival Process



- Make a list of records you create

- Create file directory

- Transfer permanent electronic records to WKU Archives

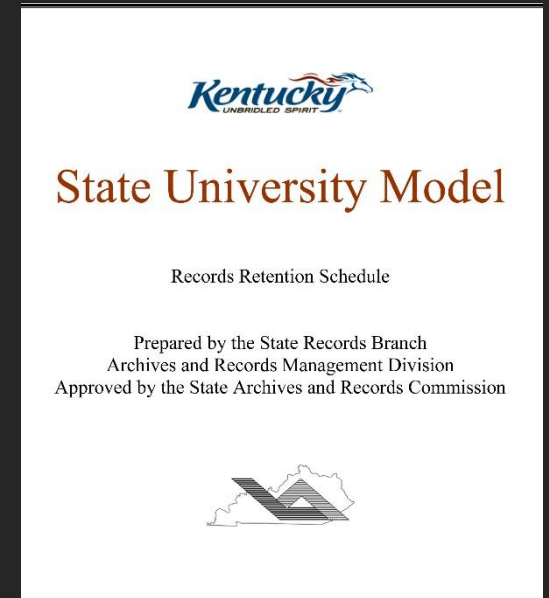


# Identify

Use the [Kentucky State University Model Schedule](#) to identify all the records you are currently creating. Make note of the retention times and especially any records listed as permanent.

Examples:

- Correspondence Official – U0100 permanent
- Course Syllabi – U0415 last used + 5 years destroy
- General Financial – U0239 3 years destroy
- Meeting Minutes – U0104 permanent
- Publications – U0109 permanent





# Organize

Create computer file directories using dates, series titles and numbers that will make transfer or destruction easier.

This can be done using the calendar year or fiscal year.

Destruction dates can be added to file titles. See General Financial as example.

Email folders can be created to reflect these categories.

## My Computer

- Shared (S:)
- My Files
  - 2015
    - Permanent
      - Correspondence U0100
      - Meeting Minutes U0104
      - Photographs U0107
      - Reports U0112
    - Non-Permanent
      - Budget U0203
      - Course Syllabi U0415
      - General Financial U0239 D2018
      - Policies U0124
  - 2016
  - 2017-18
  - 2018-19



# Transfer Permanent Files

When: at the end of the fiscal year or calendar year

Where: to WKU Archives

How:

- Contact WKU Archivist – 745-4793 or [archives@wku.edu](mailto:archives@wku.edu)
- Creation of folder on shared drive
- Drag & drop your files



# Destroy Non-Permanent Files

When: at the end of the fiscal year or calendar year

How:

- Submit [Request to Destroy Records Form](#)
- Delete files / folders from computers, shared drive, paper copies

Questions: contact WKU Archives at 745-4793 or [archives@wku.edu](mailto:archives@wku.edu)