



Record Management
Standard Operating Procedure (SOP)
February 20, 2026

Table of Contents

Guiding Principles 2
Scope..... 2
Locations 2
Related Documents..... 2
Definitions 3
Employee Responsibilities..... 4
Operational Responsibilities..... 4
Record Officer Responsibilities 5



Guiding Principles

University of Wisconsin-Green Bay (UWGB) has determined a need to develop Standard Operating Procedure (SOP) that provides guidance in the management, disposition, and preservation of UW System records to comply with [Regent Policy 3-2 Public Records Management](#).

Compliance with this SOP does not eliminate or absolve performance of additional requirements that stem from state or federal laws and policies.

Scope

All departments, employees, faculty, and staff employed within UW-Green Bay fall under this SOP.

Locations

The guidelines included in this document are applicable to all individuals (employees, faculty, staff, and volunteers) in the UW Green Bay community regardless of their location.

Included Sites in this Plan

- Green Bay Campus (Brown County)
- Manitowoc Campus (Manitowoc County)
- Marinette Campus (Marinette County)
- Sheboygan Campus (Sheboygan County)

Related Documents

[Record Management Handbook](#)

[Records Management Archive & Disposal Processes](#)

[Regent Policy 3-2 Public Records Management](#)



Definitions

Record: A document created, received, scanned, or copied by offices or employees that allows them to conduct University business. Records are not defined by their format and can be paper, electronic, cloud based, or media.

Disposable Record: a record that does not meet the criteria of a record. These include duplicate records or convenience copies of correspondence, drafts of letters or reports, routing slips, or correspondence not related to your job duties.

Confidential Destruction Process: a process initiated by the UWGB Records Officer (or designee) to coordinate the disposal of records that have passed their retention period and are approved for confidential destruction.

Confidential Disposal Form: a document used to confirm records that have passed their assigned retention period and are required to be confidentially destroyed. The CDF must be signed by a department supervisor and approved by the Records Officer.

Disposition: a specific method determined by a record schedule by which a record may be deleted, shred, or thrown away. A record disposition is only determined by the assigned record schedule.

Record Management Handbook: the guidebook for Records Management used by UWGB employees to understand the record management process.

Record Schedule: an assigned schedule that describes a record and the period of time a record must be retained and the appropriate disposal method. Record schedules are approved by the state Public Records Board and kept updated by the campus Records Officer. Employees must follow a record schedule to retain all records until the retention period has been met.

Retention Period: a specific time period determined by a record schedule by which a record must be kept or retained. The retention period is only determined by the assigned record schedule.

Inventory Management Worksheet: a document used to assess department records. This form captures the type of records used by a department, the record schedule that matches the record, retention period, and the manner in which you will be able to safely dispose of a record. Entries on this worksheet are easily transferrable to the Confidential Disposal Form, should records be determined to be destroyed.

Transfer to Archives: a document used to request records to be transferred to the Archives. Archives reviews all forms and coordinates with requestor for records transfer.



Employee Responsibilities

All employees are responsible to safeguard records created and used in the course of University business in compliance with Wis. Admin. Code 12 (2001) and RPD 3-2 . This includes:

- Recognize a public record request and handle it appropriately
- Complete Records Management training as directed by Records Officer
- Save records to department shared drives and systems; personal drives may only be used for disposable records or convenience copies
- Be aware of a records retention period and disposal method using an approved [Record Schedule List](#) from the Record Management webpage
- Preserve Archival records and correctly dispose of records using the [Records Management Archive & Disposal Processes](#)
- Obtain approval on all Confidential Disposal Forms and submit to the Records Officer prior to disposal of records

The [Records Management](#) webpage provides resources, including the *Record Management Handbook* and *Record Schedules List*.

Operational Responsibilities

Each department or operational area provides oversight to manage records created and used by employees for University business and ensure these records are protected and disposed of during their life cycle according to the approved [Record Schedules](#).

University Archives is responsible to preserve the history of the UW System and will work with operational areas to receive records into the Archives on an ongoing basis.

The [Inventory Worksheet](#) tool may be utilized to aid operations in documenting the location of records and the retention and disposal method of each.

Media/Location	Department Record Description	Dates	RDA #	Record Schedule Title	Retention	To Archives	Destroy	Confidential?	Original or Copy?	Comments
UNIT SHARED SYSTEMS										
E-File SharePoint	Affiliation Agreements	2011-2023	ADM IN304	MOU and Service Agreements	EVT+4 Years		X		O	
E-File BP Logix	Specific Dept Project	2020-2022	ADM IN402 ADM IN403	Project Records Project Records Historical	EVT+5 Years	X (Historical)	X		O	System used by Unit; owned by [insert]. Owner will determine removal/deletion of files
E-File Unit Website	Website Pages and Documents for Website	2014-2023	ADM IN500 ADM IN400 ADM IN350	Forms Catalog/Listing Policies and Procedures Internal Communications	EVT EVT+7 Years EVT+3 Years		X		O	
UNIT SHARED FILES										
Unit Folder: Projects	Project Working Files	2022-2023	ADM IN402 Disposable	Project Records Disposable Records	EVT+5 Years Anytime		X		O	
Unit Folder: Forms	Forms	2014-2023	ADM IN500	Forms Catalog/Listing	EVT		X		O	
Unit File: Invoices	Invoices Uploaded to Shop+UW	2014-2023	FIS00020	Receipts & Disbursement Transactions	FIS+6 Years		X		C	Once uploaded, these become convenience copies that need to be disposed of
Employee Personal Electronic Folders										
E-File Drive	Miscellaneous Convenience Record Copies	2021-2023	Disposable	Disposable Records Transitory Records	Anytime EVT		X		C	
E-File Outlook	Emails	2021-2023	Disposable ADM IN352	Disposable Records Transitory Records	Anytime EVT		X		O / C	Vital records should be saved to a drive or folder; all others may be disposable or transitory

For ease of use, this form data copies over to the Confidential Disposal Form.



UNIVERSITY of WISCONSIN
GREEN BAY

Record Officer Responsibilities

The UWGB Records Officer is responsible to:

- Provide training to employees
- Maintain Record Management Handbook and other training materials
- Maintain current list of record schedules
- Coordinate confidential record destruction process
- Represent UW-Green Bay on the UWROC Committee to meet State Public Records Board and other state requirements