



## Retention and Storage of Presidential Records

### No. 2001

**Policy Effective Date:**  
1/22/1999

**Policy Owner:**  
President Sands

**Policy Author:**  
Kim O'Rourke  
(Contact Person)

**Affected Parties:**  
Undergraduate  
Graduate  
Faculty  
Staff  
Other

- 1.0 Purpose
- 2.0 Policy
- 3.0 Procedures
- 4.0 Definitions
- 5.0 References
- 6.0 Approval and Revisions

### 1.0 Purpose

This policy provides guidance on the management of public records created by the president of Virginia Polytechnic Institute and State University. This policy will cover the retention, storage, and disposition of these historically significant records to ensure their safekeeping.

### 2.0 Policy

#### 2.1 General

Any original document created by the president, or for the president's use and/or signature is a public record. The Library of Virginia, acting under the authority granted by Chapter 7 of the Virginia Public Records Act (revised July 1994), has issued general schedules for the retention of public records. General Schedule 101-8.a; Administrative Records, Correspondence and Subject File for Agency Head or Board states:

"Official correspondence of the college or university presidents, chancellors or persons with similar authority, excluding routine housekeeping correspondence. Retain five years after creation or until no longer needed for administrative purposes, then transfer to Description Section, LVA for permanent retention."

Virginia Tech has the authority to permanently store its own records because it has a Records Center in the Department of Records Management Services and an Archival section within the University Libraries.

#### 2.2 Electronic Records

The disposition of a record is the same no matter the format, whether paper, film, or electronic. If an electronic document has been printed on paper, the paper document becomes the copy of origin (original record copy). Electronic messages (email) are public records when they are used to transact public business or as the official correspondence of Virginia Tech (see § 42.1-77 of the Virginia Public Records Act for specific criteria).

### 3.0 Procedures

#### 3.1 Storage

Original public records from the president will be stored in the president's office for five years or longer as administratively required. Should it become necessary to transfer a portion of the current president's records, to better manage the newer records, the material will be



## Virginia Polytechnic Institute and State University

stored in the University Records Center. The records will remain stored in the president's office and/or the Records Center until the conclusion of the president's term.

### **3.2 Transfer to the Records Center and the University Archives.**

After the conclusion of the president's term, all remaining presidential records will be transferred to the Records Center. The past president's records will remain in the Records Center until the conclusion of the current president's term in order to maximize the president's accessibility to the material. The Records Center will begin transferring the past presidential records to the University Archives when it has received all of the current president's records. The University Archivist will coordinate with the University Records Manager for the time and manner of the transfer.

## **4.0 Definitions**

## **5.0 References**

## **6.0 Approval and Revisions**

Approved January 22, 1999, by Executive Vice President, Minnis E. Ridenour.