

## TERMS

**Active:** Record is to be maintained in the office as long as you need it to do your work, then disposed of as designated.

**Agency, office, unit:** Any campus administrative unit treated by University Archives as a single entity for the purpose of maintaining the records retention and disposal schedule.

**Destruction:** To destroy records by shredding, burning, recycling, or other suitable means of obliteration.

**Disposal:** To get rid of the records in your office either by destruction or by transferring them to a records center or to the archives.

**LSU Recorder of Documents:** The person who is charged with the responsibility of insuring that copies of the publications from all campus offices are sent to the state library.

**Permanent:** Records that have an indefinite administrative, fiscal, or legal value. Also, records of historical value. These series should be sent to University Archives at the end of their in-house retention period, as designated on your retention and disposal schedule.

**Record Copy:** Also called Master Copy. Photocopied records are the master (record) copy when the original copy has been destroyed or sent off campus.

**Records:** All documents, papers, letters, books, drawings, maps, plats, photographs, magnetic or optical media, microfilm or fiche, motion picture film, computer discs, or other material, regardless of physical form or characteristics, generated or received in connection with your job.

**Records Center:** Until such time as a University Records Center can be established, responsibility for maintaining records designated to be sent to the Records Center will remain the responsibility of the individual offices.

**Records Management:** A system of maintaining records in offices as long as needed, then disposing of them properly.

**Records Series or Series:** Files grouped together because they have some relationship to each other.

**University Archives:** A unit of LSU Libraries that preserves the history of LSU, facilitates efficient records management, and makes available records of value to the university.

**University Records:** All of the records of the university, its offices, departments, and bureaus, or collected or preserved by such offices, departments, and bureaus for informational or legal value. The personal papers of faculty, officers, and staff of the university that document their personal research and professional activities, are not included in university records.