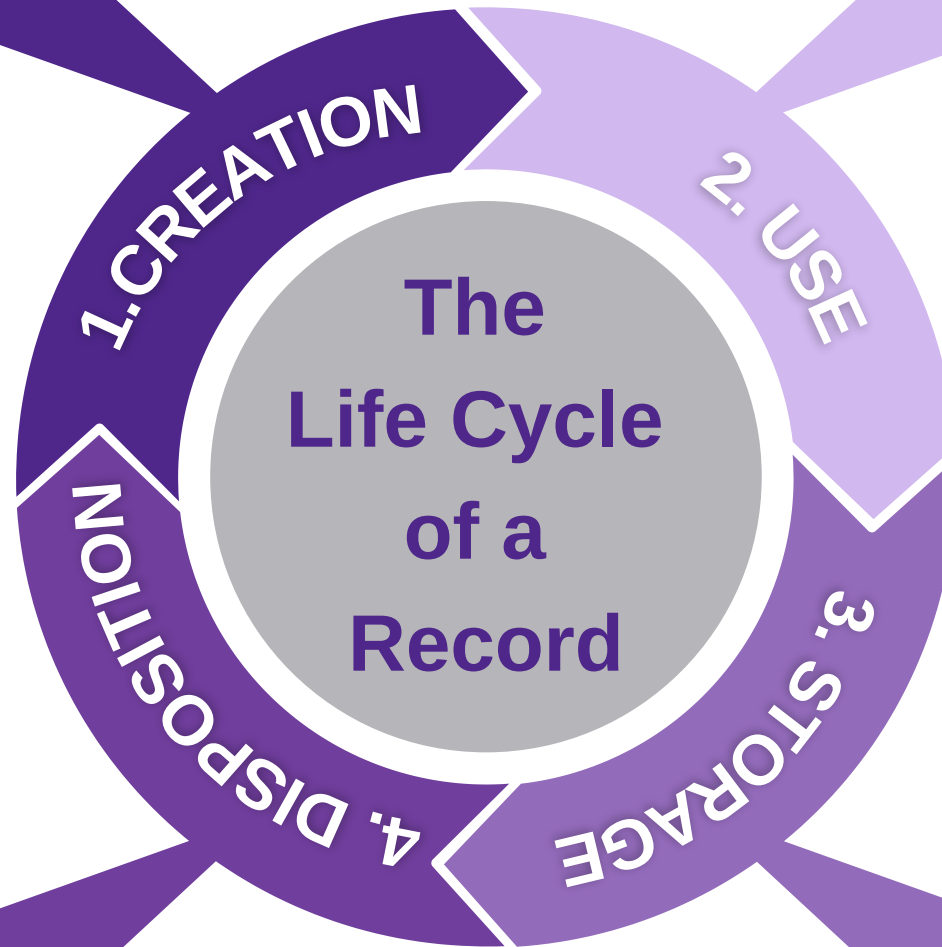


This is the initial stage where records are generated or received. This can include documents, emails, reports, or other types of records. Proper documentation and categorization start here to ensure the records are managed effectively throughout their life cycle.

During this stage, records are actively used and frequently accessed. They are organized and stored in a way that makes them easy to retrieve and manage.



When records reach the end of their retention period and are no longer needed, they can be disposed of via the method on their retention period.

To create or alter a retention schedule, contact the University Records Manager at [dnhall@ksu.edu](mailto:dnhall@ksu.edu).

In this stage, records are kept in a secure and organized manner. This involves maintaining proper conditions to protect records from damage or loss, managing backups, and ensuring secure storage. The period at which these are kept is based on the retention schedule (<https://www.k-state.edu/arm/records/schedules/>)

## **DEFINITIONS:**

**'Disposition'** is defined as a records' final destruction. There are three different forms of disposition:

1. **Permanent:** the records are retained permanently by your office,
2. **Archives:** the records are transferred to the university archives,
3. **Destroy:** the records are securely shredded or permanent deleted.

**'Records'** are information your organization creates and maintains in the course of doing business. Records can be in any media, including paper, magnetic tape, and optical disks. Work-related records, including email, that employees produce in their homes and on their personal home computers are still the property of your organization. Your records are unique to your organization and are evidence of who you are and what you do" ([see www.k-state.edu/arm](http://www.k-state.edu/arm)).

**'Retention and disposition schedules'** means lists of series of government records, prepared pursuant to [K.S.A. 45-221](#) and amendments thereto, specifying which series of records have enduring value, authorizing disposition of certain other series of records, and indicating how long certain series of records should be retained before disposition of them.

**'Records life cycle'** means the phases of existence for records, usually including creation, active (current and regularly used), inactive (current and occasionally referenced), and disposition (non-current).

**'Records retention'** means the length of time records should be maintained by an organization. This duration can range from immediate disposal to archival preservation.

**'Records disposition'** means the decision, usually designated by retention schedules, to move records to their final location. Options can include continued maintenance in office of record, destruction, or transfer to the archives.

**'Archives'** is referring to the Richard L.D. and Marjorie J. Morse Department of Special Collections that is located on the fifth floor of Hale Library.