

# Do You have a University Record??

The Definition of a record in Wisconsin State Law is defined in Wi. Stat 16.61

If you answer “yes” to any of these questions, you may have a record:

- Was the record created in the course of university business?  
*e.g. correspondence, agreement, studies*
- Was it received for action?  
*e.g. open records request, controlled correspondence*
- Does it document university activities and actions?  
*e.g. calendars, meeting minutes, project records*
- Is it mandated by statute or regulation?  
*e.g. administrative records, legal/financial records, human resources*
- Does it support financial obligations or legal claims?  
*e.g. contracts, grants, litigation case files*
- Does it communicate organizational requirements?  
*e.g. guidance documents, policies, procedures*

***Note: Personal Planners and calendars may actually be records if they document your university activities. (See UWSA Administrative Schedule)***

If you answered “yes” to any of these questions, you may have non-records:

- Is it reference material?  
*e.g. vendor catalogs, phone books, technical journals*
- Is it a convenience copy?  
*e.g. duplicate copies of correspondence, memos or directives*
- Is it a stock copy?  
*e.g. **organizational** publications or forms*
- Is it a draft or working paper?  
*e.g. draft with no substantive comments, rough notes, calculation*

***Note: some drafts are needed to support a decision trail or are requirement by a records schedule.***

**\*\*Some university records could be public records if requested under Wisc. Stat 19.32**