



Forget retention schedules. Appraising academic records can't be scheduled.

**1. Setting**

**2. Toolbox and guidelines**

# 1. Setting

‘We preserve the archives of the University of Antwerp and its predecessors. We also preserve archives of academics, research groups, student associations and/or other persons/ organizations related to the university.’







# 1. Why this focus?

Advise on retention

Encouragement to archive records

Academic archives are vulnerable





## 2. Ready, set, appraise

Toolbox, guidelines and problems



## 2.1. Toolbox

Email

Filing structures

Filing formats + naming files and folders

Information systems

Leavers



## 2.2. Retention guideline

Education

Research

Service

# Service

Awards

Committees (internal/external)

Valorisation

Congresses

Congresses

## Education

- Course material 1 in 6 years
- Correspondence
- Administrative file exams

## Research

- Administrative file 10 year
- Research data 5/10/20/25 or enduring value
- Scientific correspondence

## 2.3. Problems

Expertise

Advancements

Research groups

# Conclusion





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University archive

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