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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