The Definition of a record in Wisconsin State Law is defined in Wis. 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?
  o e.g. correspondence, agreement, studies

→ Was it received for action?
  o e.g. open records request, controlled correspondence

→ Does it document university activities and actions?
  o e.g. calendars, meeting minutes, project records

→ Is it mandated by statute or regulation?
  o e.g. administrative records, legal/financial records, human resources

→ Does it support financial obligations or legal claims?
  o e.g. contracts, grants, litigation case files

→ Does it communicate organizational requirements?
  o e.g. guidance documents, policies, procedures

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?
  o e.g. vendor catalogs, phone books, technical journals

→ Is it a convenience copy?
  o e.g. duplicate copies of correspondence, memos or directives

→ Is it a stock copy?
  o e.g. organizational publications or forms

→ Is it a draft or working paper?
  o e.g. draft with no substantive comments, rough notes, calculation

Some drafts, which support a decision trail, are required by the records schedule.

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