Purpose

The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed or of no value are destroyed at the appropriate time. The University’s period of required record retention is seven years.

This policy applies to all records, regardless of format, whether they are paper, electronic, or microform (e.g., microfilm, microfiche, magnetic tapes and CD-ROM), or other media, including audio or video recording. Individuals who are responsible for the retention of records are also responsible for the destruction of records following the retention period. Documents should be destroyed in a manner that ensures that all sensitive or confidential material can no longer be read or interpreted. This means that paper documents should be shredded, and electronic documents should be erased or otherwise rendered unreadable. Records that are more permanent in nature, such as those related to purchase of land, buildings or equipment, or leases with extended lives, should be retained until seven years after the date the asset to which it relates is obsolete, sold or otherwise disposed of.

NOTE: The adoption of this policy does not relieve or otherwise affect the pre-existing obligation of any department to maintain records relating to a matter under litigation, government audit, or investigation. All such records should be preserved until the matter to which they relate has been finally resolved and University counsel has approved their disposition.

(Effective October 14, 2010)