

## **Proposed Update to Policy**

### **P05.08.022. Records and Information Retention and Disposition**

- A. The President or his/her designees will retain and dispose of all correspondence, documents, records, and information which is stored on various media in accordance with university regulation.
  
- B. To promote economy, efficiency, and the security of university records and information, the president will promulgate regulations that promote efforts to evaluate periodically:
  - 1. the length of time that records and information must be retained before disposing or archiving,
  - 2. identification and protection of the university's vital records,
  - 3. identification and protection of personally identifiable information maintained by the university
  - 4. the systematic methods and procedures for purging and the destruction of records and information that are no longer operationally, legally, or fiscally necessary,
  - 5. reducing the multiple copies of records, and,
  - 6. archiving or the long-term inactive storage of selected records in computer readable form, digital imaging, on microfilm, microfiche, or other such cost or space saving methods.

(xx-xx-xx)

**Enclosure 2—Proposed Update to Policy**

**P05.08.022. Records and Information Compliance: ~~Records~~ Retention and Disposition**

- A. The ~~designees of the President or his/her designees and those of the Chancellor's chancellor or the chancellor's designee~~ will retain and dispose of all correspondence, documents, records, and information ~~regardless of media format~~ which is stored on various media in accordance with university regulation.
- B. To promote economy, efficiency, and the security of university records and information, the president will promulgate ~~records, information, and compliance management~~ regulations that promote efforts to evaluate periodically:
1. the length of time that records and information must be retained before disposing or archiving, ~~according to operational, legal, fiscal requirements, and regulatory compliance~~
  2. identification and protection of the university's vital records ~~of the university~~,
  3. identification and protection of personally identifiable information maintained by the university
  4. the systematic methods and procedures for purging and the destruction (~~disposition~~) of records and information that ~~no longer meets~~ are no longer operationally, legally, or fiscally ~~requirements, or regulatory compliance, necessary,~~
  5. reducing the multiple copies of ~~same~~ records, and,
  6. archiving or the long-term inactive storage of ~~selected such~~ records in computer readable form, digital imaging, on microfilm, microfiche, or other such cost or space saving methods.

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