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.

(10-01-09)