

Cheyney University Policy FA-2010-4027

Policy on Record Retention

Approved by: Finance and Administration Council/ President's Cabinet

History: Issued -- 2-17-2009

Related Policies: n/a

Additional References: n/a

A. PURPOSE

Cheyney University requires that different types of records be retained for specific periods of time, and has designated official repositories for their maintenance. These records are managed according to procedures that are outlined in this document. The University is committed to effective records retention to preserve its history, meet legal standards, optimize the use of space, minimize the cost of record retention, and ensure that outdated and useless records are destroyed.

B. SCOPE

All official University records.

C. DEFINITION(S)

Official Repository: Department designated as having responsibility for retention and timely destruction of particular types of official University records.

D. POLICY AND PROCEDURE(S)

Cheyney University requires consistent treatment of records. Maintenance, retention, and disposal procedures for University records must be followed systematically by staff in designated official repositories.

I. Responsibilities for Managing Official University Records

Official repositories are responsible for establishing appropriate record retention management practices. Each unit's administrative manager or a designee must:

- Implement the unit's and/or office's record management practices
- Ensure that these management practices are consistent with this policy
- Educate staff within the administrative unit in understanding sound record management practices
- Preserve inactive records of historic value.
- Ensure that access to confidential files is restricted.
- Dispose of records that have no archival value upon passage of the applicable retention period.
- Periodically review records generated and maintained in University

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- information systems or equipment (including mainframe, mini, and micro
- computing/storage systems) to ensure that record retention requirements are met.

II. Preserving or Disposing of Official University Records

When the prescribed retention period for official University records has passed the official repository must dispose of the records in an appropriate manner. Departments and units that are not official repositories and that retain duplicate or multiple copies of these University records should dispose of them when they are no longer useful.

III. Retention Period Changes

Record retention periods may be changed by government regulation, judicial or administrative consent order, private or governmental contract, pending litigation or audit requirements. Such modifications supersede the requirements listed in this policy. Modification of record retention periods required for any of these reasons will be accomplished by a notice sent out to affected units by the appropriate office.