

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 425

Subject: Record Retention

Date Adopted: 02/13 Revised: 08/13

Purpose:

This policy sets forth the procedures for the retention and destruction of university records. Records must be retained in order to comply with state and federal laws and protect the history of the university. Records must be destroyed so that the university may optimize space, minimize costs, and eliminate outdated and unnecessary information.

Application:

This policy applies to all university departments and pertains to all official documents. For purposes of this policy, “official document” is defined as any record, regardless of format or media that relates to university business. Duplicates of official documents have no retention requirements, even if the duplicates are found in different media.

Record Retention Schedule:

The general counsel’s office is responsible for maintaining a record retention schedule. The schedule is a guideline that sets forth the minimum length of time that an official document should be retained by the university. Record retention periods may be extended as a result of judicial or administrative orders, pending or threatened litigation, contracts, audits, or various other requirements. These extensions supersede the requirements listed in the record retention schedule. If the retention period is extended, the office or department responsible for maintaining the official document (“office of record”) is responsible for ensuring that the records are not destroyed or altered until further instruction by the appropriate university official.

The university’s archivist will provide advice as to what documents should be transferred to the university archives for permanent preservation.

Record Destruction:

Records may be deleted or destroyed by the office of record at the conclusion of the applicable retention period unless the retention period has been extended or there is another reason to retain the records. At the conclusion of an applicable retention period and upon consultation with the office of record, the director of the Physical Plant (or designee) will destroy, annually during the month of March, university records that are kept in Physical Plant storage facilities (“cage”). Records containing confidential information should be destroyed or deleted in a manner that does not permit recovery, reconstruction or future use of the confidential information.