



Data Retention of Records

Policy

This policy establishes the procedures and standards for the ASMSA in connection with the retention of ASMSA records. It is the intent of this policy to ensure that ASMSA records are maintained in accordance with applicable statutory and policy requirements and provide guidance to ASMSA employees as to appropriate time frames for retention of ASMSA records. The record custodian identified in the Records Retention Schedule may authorize and subsequently dispose of ASMSA records when the retention period for said records has expired. Disposal shall be conducted in a safe and secure manner and be documented.

The following criteria shall be met in order to dispose of applicable records:

- The records shall meet or exceed the time frames established for such records in the Records Retention Schedule. Each department shall develop a records retention schedule for their area. Such schedule shall be reviewed at least on an annual basis with any changes transmitted to the Director of Finance by the end of the first quarter of each fiscal year. In the event no changes to the schedule are necessary, the department manager shall notify the Director of Finance, in writing, that no changes are required. The retention periods established by this schedule are minimum retention periods. Regardless of the minimum retention periods stated within this schedule, a department may determine any of its records may be of permanent value to the department or the ASMSA's operations, may have external requirements for perpetual retention, or may be useful for the study of history. Such records may be retained permanently. In the event there are differences in retention periods between the Records Retention Schedule and state or federal law, the applicable law shall take precedence. If there are no laws governing the retention of a record, an administrative decision by the vice chancellor for finance and administration will be made as to a disposal date.
- The disposal of records shall comply with statutory, contractual, or accreditation obligations.
- The records do not relate to or contain information pertaining to current, pending, or potential litigation involving the ASMSA. Questions regarding these criteria should be addressed to the ASMSA legal counsel through the vice chancellor for finance and administration.

These criteria do not apply to individual documents that are processed individually as a part of an employee's daily activities, but rather to large quantities of records which have been retained as a part of the ASMSA archival and retrieval practices.

The custodian will maintain one official copy of each document, which will alleviate unnecessary duplication of records. This copy may be paper or electronic, depending on legal requirements. Other copies may be destroyed when activity has ceased. In some cases,

departments may decide to retain duplicate records for a short period of time after the activity has ceased. This determination should be made on an individual basis by the department involved.

The security of physical records (printed, microfilm, or imaged) is the responsibility of the respective record custodian, regardless of storage location. The security of electronic records maintained in the ASMSA Data Center is the responsibility of Information Technology Services.

Revisions to the policy and/or the Records Retention Schedule shall be submitted to the vice chancellor for finance and administration for approval.