

Policy Number: 282.0

Policy: Record Storage, Retention, and Disposition Policy

Effective Date: 3/2013

Revision Date: 3/2013

Approved by: Business Services Director

POLICY:

- I. A records storage, retention, and disposition policy is necessary to set a time table for financial records associated with Business Services. In setting and following a timetable, Business Services is ensuring the availability of records for official use as long as they are needed according to federal and state laws. The proper storage of such records will ensure customer and University information is being managed and safeguarded.
- II. Once the need for the information has ceased, the documents listed in the storage, retention, and disposition procedure will be destroyed. The University operates on a fiscal year beginning July 1st of each year.