



UNIVERSITY OF HARTFORD

Records Retention and Destruction Policy Statement

Responsible Office: Finance and Administration

Effective Date: 11/28/06

Last Revised:

Policy Sections

Policy

Scope

Reason for the Policy

Policy

Records* of the University of Hartford will be retained, at a minimum, in accordance with local, state, and federal guidelines and consistent with sound business practice. Said retention may be extended by interpretation of pertinent professional association recommendations and at their expiration, records will be disposed in a manner appropriate for the record. Department managers are responsible for the enforcement of retention and destruction guidelines.

*Note: In its broadest form, a “record” is anything intended as a memorial, preservation, or evidence of the matter to which it relates. It may be in paper, electronic, audio/video, or any other business accepted medium.

Scope

This policy provides guidelines for retention of all University of Hartford records. It applies to all University departments and offices, all University records (both electronic and hard copy), and all University employees who create, receive or maintain such records in the course of University business.

Reason for the Policy

The Policy exists to serve the needs of all members of the University community and to serve the organization’s need to comply with various regulatory demands. It seeks to:

- promote compliance with federal, state, and other legal requirements for record retention;
- promote the efficient management, sharing, and transfer of information among authorized University faculty and staff within prescribed security standards;
- support the University and operating departments' business continuity and/or business recovery plans;
- effectively utilize limited office space for active records and utilize low-cost, remote storage space for inactive records;
- dispose of records no longer needed to satisfy legal, regulatory or other requirements;
- ensure that no record is disposed of unless authorized;
- ensure that the means of destruction is appropriate for the type of record under consideration;
- ensure the preservation of records of permanent value; and
- ensure that record retention policies, schedules and procedures are reviewed and modified as necessary to respond to changes in business requirements, technology or regulations.

University records must be maintained and destroyed in a manner that supports operational needs, internal control directives, and must also meet federal, state, and regulatory requirements. Document retention and destruction standards and systems must ensure that transactions and related authorizations are fully supported in the event of an audit, litigation, or other external action.