

# Academic Affairs/Environmental Health, Safety & Risk Management

## 4.1070 Records Management and Retention

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#### 4.1070 Records Management and Retention

This policy defines the Records Management and Retention practices for Alvernia University ("AU")

Alvernia University requires that University records be retained for specific periods of time and has designated official repositories for their maintenance. These records must be managed according to the procedures outlined in this document.

The University is committed to effective records retention to preserve its history, meet business and legal needs and standards, optimize the use of space, minimize the cost of record retention, and ensure that outdated and useless records are destroyed. All records created, received, or maintained by University departments during their operations belong to the University and are retained and disposed of according to this policy. University records must be kept until the stated minimum retention period has elapsed.

Title or Role	Definition and What They are Responsible For
Director, Environmental Health, Safety and Risk Management	Maintains and enforces this policy. Receives exceptions to the policy.
Senior Vice President of Academic Affairs and Provost	Maintains and enforces this procedure. Receives exceptions to the policy.
Senior Leadership Policy Committee	Serves as final approval for policy and assists with reviewing exceptions to the policy.

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Those responsible for adhering to this policy should consult the University's Records Retention Schedule

For policy questions, clarification, and interpretation, contact the Director of Environmental Health, Safety and Risk Management.

#### Definitions:

Active Records: Documents including both written and printed matter, books, drawings, maps, plans, photographs; microfiche; films, sound and video recordings; computerized data on disk, tape, or any other electronic media record





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Departments and offices that maintain University records are called "official repositories." These administrative units are responsible for establishing appropriate record retention management practices. Each department head or designee (data steward) must:

implement the unit's and/or office's record management practices;







