# Title: Record Retention Policy

# Policy Reference: File Management Program

# Background:

#### Benedictine University (the “University”) in accordance with 34 CFR 668.24 and other federal, state, and local laws, rules and regulations require that records be retained for specific periods of time, and be maintained in specific repositories. The University is committed to effective records retention to meet business needs, preserve its history, comply with legal standards, minimize the cost of record retention, and ensure that outdated and useless records are destroyed.

**Policy Statement:**

Benedictine University Trustees, officers, faculty, staff and agents are responsible for ensuring that University information and records are created, used, maintained, preserved, and destroyed in accordance with this Record Retention Policy (the “Policy”). This Policy will apply to all records (the “records”) in paper, electronic and other traditional media formats. The University has designated official repositories and Record Retention Schedules for maintenance of these records. These records must be managed according to the procedures outlined in this Policy. Records created, retained, or stored electronically should be retained, deleted or destroyed on the same basis as traditional records.

# Definitions:

# Archivist - University employee responsible for management and oversight of an archival repository of records.

* **Inactive Record** - An original record that is not an active but must be maintained pursuant to the Record Retention Schedule.

# Official Repository - The department listed on the Records Retention Schedule that is responsible for maintaining records.

# Permanent Records - A record which is retained permanently by the University because of its administrative, historical, or legal value.

* **Record** - Recorded information of any kind and in any form including writings, drawings, graphs, charts, images, prints, photographs, microfilms, audio and video recordings, data and data compilations, and electronic media, including e-mail. Records remain active for varying numbers of years, depending on the purpose for which they were created and regulatory requirements.
* **Record Retention Schedule** - Aschedule that provides guideline for the minimumlength of time thatrecords should be retained before they are deleted/destroyed or placed in archival preservation.

# Record Retention Period - The length of time a record must be kept before it should be destroyed or placed in the University Archives.

# University Archives - The repository for permanent records managed by the University Archivist.

**Record Retention Requirements**:

* Records must be retained by the originating department or University Archives pursuant to the [Record Retention Schedule](https://ben.edu/wp-content/uploads/2023/11/Records-Retention-Schedule-11.27.23.xlsx).
* Record retention periods for selected records may be revised due to government regulation, contracts, litigation or audits.
* Suspension of records destruction for any reason will typically be accomplished by the affected departments being notified. Employees who are notified in the affected department(s) are responsible for ensuring that the Record Retention Schedule is suspended and that records are not altered, deleted or destroyed.

**Records Disposal:**

* The **unauthorized** destruction, removal or alteration of records is prohibited.
* Review the Record Retention Schedule to determine whether or not it is suitable to dispose of a record.
* Records should be destroyed with methods which do not permit recovery or reconstruction.
* These are the following ways to dispose of records:
* Recycle paper records classified as Public information;
* Shred paper records classified as Private or Restricted information;

## Electronic records should be destroyed pursuant to the Data Classification and Handling Procedure; or

* Users in possession of University owned computer(s) or equipment must return said item(s) back to Information Technology who will ensure data will be properly removed during disposal or before redeployment.

**Benedictine University Grants Office** - Benedictine University receives support from governmental agencies, private foundations and corporations which support research and special projects to enhance teaching, leaning, campus initiatives, and scholarship funds. Information on these grants can be found at: <https://ben.edu/alumni/grants-office/>

[**Records Retention Schedule**](https://ben.edu/wp-content/uploads/2023/11/Records-Retention-Schedule-11.27.23.xlsx)**:**

# Contacts:

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| * Chief Information Officer | (630) 829-6449 |
| * Provost and Chief Academic Officer | (630) 829-6240 |
| * Chief Institutional Compliance and Risk Management Officer | (630) 829-6404 |
| * University Librarian | (630) 829-6060 |

# Additional Resources:

## University Archives and Special Collections Policy

## Data Classification Policy

## Data Classification and Handling Procedure

## Zoom Cloud Recordings Retention Policy

## 34 CFR 668.24 - [Record Retention and Examination Regulations](https://www.law.cornell.edu/cfr/text/34/668.24)

## Grants Office Policy and Procedures

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**Last Revised: November 29, 2023**