
	<b>UNIVERSITY OF PASADENA (UPAS)</b> <b>Operational Procedures</b>		
	Doc # :PO-QC-12.3	Title: Record Retention Policy	
	Rev # : 06	Approved By: Chief Executive Officer (CEO)	Date : 03 Dec 2019

REVISION HISTORY			
Rev No	Description of change	Author	Effective Date
1	New Procedure	Quality and Compliance Officer (QCO)	16 Oct 2015
2	No Change	Quality and Compliance Officer (QCO)	14 Oct 2016
3	No Change	Quality and Compliance Officer (QCO)	13 Oct 2017
4	No Change	Quality and Compliance Officer (QCO)	12 Oct 2018
5	Updated retention timeline	Quality and Compliance Officer (QCO)	21 Feb 2019
6	No Change	Quality and Compliance Officer (QCO)	03 Dec 2019

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**1. Purpose**

1.1 The record retention policy of the University ensures that use of electronic and physical storage space and disposal of outdated Records meets all applicable state and federal law

**2. Scope**

2.1 This policy applies to all the records including student records, administrative records and finance records.

**3. Definitions**

3.1 Administrative records: Administrative records are those records related to operations including human resource records, agreements, contracts, etc.,

3.2 Finance records: Finance records are those records related to finance including but not limited to statement of retained earnings and cash flow, income statements, university balance sheet and tax returns.


3.3 Student records – Student records are those records directly related to a student including but not limited to application form, mark sheets, certificates, enrollment agreements, etc.

**4. Responsibility**

4.1 The Chief Quality and compliance officer (QCO) is responsible for effective implementation of this policy.

**5. Procedure/Process**

- All records with enduring value are retained permanently: Agenda, Meeting minutes, Disciplinary records, Academic records, Administrative records, Finance records, Student records, Official business communication at the executive level, Policies and procedures.
- All other records (Employee personal files, Payroll records, Purchase records) are maintained for a minimum period of 10 years and longer if there is a legal hold.
- All Records pertaining to ongoing or pending audits or lawsuits (including reasonably anticipated lawsuits) will not be destroyed, damaged, or altered, even if the records retention date has expired.

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- If the record retention period has expired and the Record is not appropriate for the University Archives, the Record will be recycled or destroyed.
- No one person or unit can be directly responsible for all University Records. Therefore, every office or department managing University records is responsible for:
  - Implementing records management practices in compliance with the policy.
  - Preserving Records as required under this Policy.
  - Properly disposing of Inactive Records at the end of the applicable retention period.
  - Protecting Records against misuse, misplacement, damage, destruction, or theft.
  - Monitoring compliance with this Policy.
  - Educating staff in the Records management practices.
- The Records Retention and Disposal Committee headed by the Compliance officer internally audit the records every 6 months for compliance with all applicable federal and state laws.

## 6. Review

The University of Pasadena reviews record retention policy every year.