

## **Lebanese American University RECORD RETENTION POLICY**

**Approved by the University Executive Council on August 7, 2007**

**Approved by the Board of Trustees on September 6 & 7, 2007**

### **Policy Statement:**

The Lebanese American University generates significant amounts of information in carrying out its work. For effective governance of the University, it is necessary to establish a Record Retention Policy for all records created, and maintained, by the various University departments.

### **Policy Purpose:**

The University is committed to effective records' retention to meet legal standards, ensure privacy, optimize the use of space, minimize the cost of record retention, and ensure that outdated records are properly destroyed.

It is the intention of this Policy to ensure that all University records are maintained in accordance with all applicable legal and policy requirements, in order to ensure that University records are not improperly, or prematurely, disposed of by University Departments.

This Policy seeks to give guidance to University employees in achieving the following:

- Promoting the efficient management, sharing, and transfer of information among authorized University staff with prescribed security standards;
- Effectively utilizing limited office space for active records, and utilizing low-cost, remote storage space for inactive records;
- Disposing of records no longer needed;
- Ensuring that no record is disposed of unless authorized;
- Ensuring that the means of destruction are appropriate for the type of record under consideration;
- Ensuring the preservation of records of permanent value.

### **Types of Records:**

Records and documents outlined in this Policy include paper, electronic files, (including e-mail) and voicemail records, regardless of where the document is stored.

### **Retaining of University Records:**

Some University records, because of their on-going administrative or research value, should be preserved permanently. Many other records have a temporary administrative value only, and little or no research value. When no longer needed for administrative purposes, these records should be disposed of to make room for those of current and continuing value, provided there are no legal requirements to keep such records for a set period of time.

All records created by University officers or employees in the course of their duties, on behalf of the University, are retained for as long as they are required to meet the administrative and operational requirements of the University, after which time they are either destroyed or transferred to the University Archives. The final disposition of records is carried out according to set procedures.

Offices may, at their discretion, keep the records for a longer period of time, if it is deemed necessary.

**Disposal of University Records:**

University records may be disposed of upon meeting the following criteria:

1. The disposal of the records complies with contractual or legal obligations.
2. The records to be disposed of do not relate to, or contain, information regarding current, pending, or potential litigation involving the University. Any questions regarding this criterion should be addressed to the Office of the General Counsel.
3. Records containing student information, or sensitive and/or confidential information, must be shredded, or otherwise rendered unreadable, prior to disposal.

If an employee seeks to dispose of certain University records, the employee must obtain approval, as prescribed by the applicable procedures governing that type of record.

Inquiries regarding this Policy may be directed to the Office of the General Counsel.

All records not retained as archives will then be confidentially destroyed.

**Ownership:**

The maintenance custody of the Record Retention Policy, and the Retention Procedures, is the responsibility of the University Archivist.

**Confidential Information:**

In addition to providing for the orderly retention, and disposition, of records, the University must protect its confidential and sensitive information against accidental, or unauthorized, access, modifications, disclosures, or destruction.

### Guidelines for Procedures

Each Department utilizing this Policy should devise its own procedures to include the following:

- The type of record(s) under its custody and subject to retention.
- The period of time after which these records may be disposed of.
- The methods of retaining the records.
- The methods for disposing the records.
- If the records are to be archived, when, and how are they going to be under the custody of the Archiving Office.
- The forms to dispose of a record, or to send a record to the Archiving Office, should be attached to the Procedures.
- Attached to the Procedures there should also be a form to be used by the Department when a record is deemed worthy of retention beyond the legally required period of time, and the justification thereof.