

POLICY ON RETENTION OF UNIVERSITY RECORDS

POLICY

California Baptist University requires that some specific types of records be retained for specific periods of time and in designated official repositories. The schedules attached to this policy list these records, the time of required retention and the designated repository.

Other records, documents or correspondence (those records not required to be retained or those that are in the possession of individuals or departments other than the official repository for the record) should be disposed of when they are no longer needed for active use by those who possess them.

Records, documents, email and correspondence of all kinds must be managed according to the procedures that are outlined in this document. This policy applies to records in any form (including paper or electronic) and to records however or by whomever created that belong to the University or were created by University employees, including faculty, as part of their work for the University.

REASON FOR POLICY

The University is committed to effective records retention to preserve its history, conduct the best business practices, meet legal standards, optimize the use of space, minimize the cost of record retention, and ensure that outdated and unnecessary records are destroyed.

APPLICATION OF POLICY

The policy applies to California Baptist University and all its divisions, departments, employees, staff and faculty. This policy is the University's only record retention policy. Certain departments and divisions may have specific retention schedules for unique records, which are attached to this policy and incorporated into it by reference. Any new specific retention schedules or changes to existing ones should be communicated promptly to the Office of General Counsel.