

MOUNT VERNON NAZARENE UNIVERSITY

Life Changing

Records Retention Policy

It is the policy of Mount Vernon Nazarene University to maintain the fidelity and integrity of its institutional records at all times by:

- Complying with applicable governmental regulations and industry best practices relative to managing educational, employee and financial records.
- Communicating with constituencies about which institutional records are considered permanent, and held in perpetuity, those that are considered to be temporary and the length of time the temporary records will be held in its possession.
- Maintaining archives and depositories for permanent records, key institutional achievements, and documents that record significant milestones in the University’s history.
- Employing measures to insure the privacy and confidentiality of temporary records as they are expunged, while training University employees in the proper deployment of such measures.

The Records Retention Policy is to be implemented in close harmony with the Policies on Compliance, Technology Infrastructure, and Privacy of Constituent Information.

The following outlines the roles and University position assigned to the role.

Role	University Position
Executive sponsor	Vice President for Enrollment Management
Secondary sponsor	Vice President for Finance and Chief Financial Officer

The Records Retention Policy applies to the following functional areas or positions.

Functional Areas or Positions	Specific Policy Application
Vice President for Enrollment Management	To execute the Records Retention Policy.
Senior Leadership Team	To define and implement the Records Retention Policy in divisional responsibilities.
All University employees with duties of maintaining records	To adhere to the Records Retention Policy and its supporting procedures.

Compliance with the Records Retention Policy is critical and includes the following.

Action	Guideline
Defining temporary and permanent records	Each division will define which records related to students and employees are temporary, to be expunged after terminating enrollment or employment, and ones that must be maintained on a permanent basis in accord with governmental regulations.

Transmitting records to the University Archives	Divisional leaders will identify which records, annual reports, presidential addresses, special reports, etc. should be transmitted routinely to the University Archives to chronicle significant achievements and milestone events in the University's history.
Complying with the Records Retention Policy	Policy compliance standards and expectations are defined and described in the <i>Faculty Handbook</i> , <i>Staff Handbook</i> , and <i>Student Handbook</i> .

The following documents provide the critical means of implementation of the Records Retention Policy.

Required Documents	Purpose
Unit record retention protocols	To define the temporary and permanent records as they involve maintenance by the unit and specify methods of updating, maintaining, or expunging records appropriately.
Specification of legal records standards	To identify which records, in what form, and accessible to whom that are stipulated in governmental regulations and industry best practices.
Records disposal protocols and procedures	To define how temporary records are to be expunged and disposed with specific attention to multiple forms of media (e.g., print, webpage, portal, etc.)

Additional Documents	Purpose
Document imaging protocols	To determine the medium (e.g., electronic image, paper, etc.) through which specific records will be stored and the appropriate level of redundancy.

There are no exclusions or exceptions of the Records Retention Policy.

The following individuals can be contacted for questions on the Records Retention Policy as outlined here.

For	Contact
Any question	Unit supervisor
Questions related to divisional application	Unit manager or Senior Leadership Team member assigned to the divisional responsibility
Reporting misuse of the Records Retention Policy	Unit supervisor or Director of Human Resources

The following outlines the approval, review, and revision history of the Records Retention Policy.

Version	Approval Date of Version	Version Type
1	January 2010	Initial Release