



UNIVERSITY RECORDS RETENTION

Effective Date: November 27, 2012

Revised Date:

Responsible Office: Controller's Office

Division: Finance & Administration

I. PURPOSE/OBJECTIVE

Grambling State University is required by Louisiana Revised Statutes 44:411 to have a Records Management Program. The University is committed to effective record retention to preserve its history, meet legal standards, conduct best business practices and optimize the use of space.

The purpose of this policy is to ensure that vital records and documents are protected and maintained and also to ensure that records that are outdated are destroyed at the appropriate time. The final disposition of records will be carried out according to the departments approved record retention schedules.

II. STATEMENT OF POLICIES

A. Record Retention Schedule Policy

Records in each department are to be grouped into a record series. Each department will decide the retention period and method of disposal based on State Government policies and procedures. Each department will complete a Record Retention Schedule Form SS ARC 932 and submit the form to the Controller's Office. The Controller's Office will forward the retention schedule to Louisiana Secretary of State, Division of Archives, Records Management and History for approval. Once approved by the State the retention schedule will be on file in the Controller's Office and a copy will be provided to the department. The schedule will be valid for five years from the date of the approval from State. Ninety days prior to the five year anniversary each department should make changes if necessary and submit its schedule for renewal.

B. Disposal of Records

When records are no longer required to be retained and are no longer in active use, they should be destroyed according to the department's record retention schedule policy. The department should complete a Request for Authority to Dispose of Records Form SSARC 930 and submit the form to the Controller's Office. The Controller's Office will forward the request to Louisiana Secretary of State, Division of Archives, Records Management and History for approval. The

department should take the time to go through all records and materials prior to disposal. Once Request for Authority to Dispose of Records is approved by the State the Controller's Office will notify the department of the approval.

C. Certificate of Destruction

After proper disposal of records the department should complete the Certificate of Destruction Form SSARC 933 and send a signed copy to the Controller's Office. The department should also keep a copy in their files for future reference.