

ELECTRONIC RECORDS RETENTION GUIDELINES

What is a Electronic Record retention ?

- Is the act of retaining computer-based records in digital storage media for specified, predetermined periods of time equal with their value, with subsequent disposal or permanent preservation.
- The law requires organizations to retain certain confidential client, employee and company information for a set period of time before it can be properly discarded.
- The length of time that records need to be kept can differ depending on the type of content they contain, industry regulations and business needs.

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- Accumulating records and documents can pose a dilemma for individuals and organizations, as it can be difficult to determine how long to retain them before disposing of them.
- However, keeping records for too long can lead to cluttered spaces and excessive storage expenses, while disposing of them too soon may expose legal and financial risks.
- But how long should the organization's records be kept? The answer varies depending on organization's policies and the type of records.
- Generally, records should be kept as long as they serve a useful purpose or until all legal and regulatory requirements are met.

Sample: Student Academic Records Retention Guidelines

Series Title	Description	Minimum Retention
Academic advisement records		3 years after graduation term or of last term of attendance
Academic Warning	Notice of academic action related to academic non-performance/deficiency	3 years after graduation term or of last term of attendance
Academic Suspension	Notice of academic action related to academic non-performance/deficiency	3 years after graduation term or of last term of attendance
Academic Dismissal	Notice of academic action related to academic non-performance/deficiency	Permanent
Academic integrity code violations (with sanctions)	Notice of violation of academic integrity policies, including sanctions, if any	Permanent
Academic Records (miscellaneous)	Narrative evaluations, competency assessments, etc.	Permanent (if required to be part of transcript)
Correspondence (student)	Related to academic records, inquiries	3 years after graduation term or of last term of attendance
Disciplinary Action Records	Grade of program actions, notice of sanctions related to personal conduct	3 years after graduation term or of last term of attendance
Grievance/complaint (by student)	Various course/exam related issues (not grade disputes)	Until administrative need is satisfied
Leave of absence		Until administrative need is satisfied
Major changes, certification of 2nd majors, minors		Until administrative need is satisfied
Petitions (academic)	Exceptions to academic rules	Until administrative need is satisfied
Thesis/Dissertation		Permanent
Transcripts		Permanent

Using the Retention Guidelines

- The Retention Guidelines identify minimum retention periods for several types or categories of records.
- Following the minimum retention period, the records in question should be destroyed using a method that preserves the confidentiality of the information.
- A title and brief description of the contents of each series identifies the information or data to be disposed of following the recommended retention period.
- DO NOT dispose of any student records or data if an investigation, legal action or proceeding, audit or program review is forthcoming or in progress.

Records Retention Schedules

What is a retention schedule?

- Every record has a specific amount of time it needs to be kept before it can be destroyed.
- Records are expected to be destroyed/deleted at the end of their legally-approved retention periods.
- *A retention schedule is a list of the types of records (record series) created, received, and used by an institution along with information on how long to keep them and when to delete them.*
- Records retention schedules are determined by the record type and the business, legal and compliance requirements associated with the data.
- Retention schedules establish guidelines regarding how long important information must remain accessible for future use or reference, as well as when and how the records can be destroyed when it is no longer needed.

Brown University Record Retention Schedule

Revised January 31, 2013

DESCRIPTION	CUSTODIAN	RETENTION PERIOD	DISPOSITION
ACADEMIC RECORDS: Registration, Attendance, and Academic Progress			
Academic Action Authorizations (e.g., Dismissals)	Office of the Registrar	Permanent	Storage - Secure
Academic Advising Records	Dean of the College; Graduate School; Medical School	5 years after graduation or date of last attendance	Destroy - Secure
Academic Records (e.g., Narrative Evaluations, Competency Assessments)	Office of the Registrar	Permanent	Storage - Secure
Advanced Placement and Placement (e.g., Records and Scores for ASSET, Compass, and Accuplacer)	Office of the Registrar; Dean of the College	Permanent (for those matriculating at Brown)	Storage - Secure
Record of Admission, Readmission Withdrawals, Graduation, etc.	Office of the Registrar	Permanent	Storage - Secure
Applications for Graduation	Office of the Registrar	1 year after graduation or date of last attendance	Destroy