



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

Records Retention Policy

Policy Number [X-XX]

Commonwealth University of Pennsylvania

Pending as Interim Policy XX-XXX on Month XX, 2024

Issued by President Bashar Hanna

Responsible Office: Office of Institutional Effectiveness

1. Purpose

This policy addresses Commonwealth University's (CU's) records management practices and requires that different types of records be retained for specific periods of time and have designated official repositories for their maintenance. These records must be managed according to CU's records retention standards in support of the university's commitment to effective records retention.

2. Policy

CU requires consistent treatment of records. Maintenance, retention, and disposal standards for records must be followed systematically by staff in designated official repositories according to the specified retention time period. In addition, duplicate or multiple copies of these records, retained in locations other than official repositories, must be destroyed when they no longer serve a business purpose. This policy is intended to preserve CU's history and meet legal records retention requirements.

3. Compliance and Enforcement

3.1. This policy will be reviewed every five years by the Office of Institutional Effectiveness.

4. Additional Information

4.1 Supporting Documents

4.1.1 Record Retention Standard

4.1.2 PRP 2200 - Records Management Policy for Historic University Records

4.1.3 Office of the Chancellor Policy Number 2010-603 Policy on Records Retention and Disposition

4.2 Policy History

4.2.1 Policy History: Issued as a new policy

4.2.2 Policy Effective Date:

4.3 Responsible Office and Contact

4.3.1 Responsible Office: Office of the Institutional Effectiveness

4.3.2 Policy Approved by:

4.3.3 Contact Information:

4.3.4 Email: OIE@commonwealthu.edu

4.3.5 Telephone: 570-389-4098