JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: I:05:01  DATE: August 2003
REVISION/REVIEW DATES: Nov 2012, Dec 2014
SUBJECT: University Record Retention
APPROVED: William A. Meehan, President

PURPOSE
This policy is to define the University’s role in ensuring compliance with State Law concerning record retention.

POLICY
Records Disposition Authority (RDA) is issued by the State Records Commission under the authority granted by the Code of Alabama 1975, Sections 41-13-5 and 41-13-20 through 21. It was compiled by the Government Records Division, Alabama Department of Archives and History (ADAH), which serve as the commission’s staff, in cooperation with representatives of Public Universities of Alabama. The RDA lists records created and maintained by Public Universities of Alabama in carrying out their mandated functions and activities. It establishes minimum retention periods and disposition instructions for those records and provides the legal authority for Public Universities of Alabama to implement records destruction.

Alabama law requires public officials to create and maintain records that document the business of their offices. These records must be protected from “mutilation, loss, or destruction,” so that they may be transferred to an official’s successor in office and may be made available to members of the public.

Records also must be kept in accordance with auditing standards approved by the Examiners of Public Accounts (Code of Alabama 1975, Sections 36-12-2, 36-12-4, and 41-5-23).

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The Director of Internal Audit, as the records liaison/university records manager, is responsible for ensuring the development of quality record keeping systems that meet the business and legal needs of the University, coordinating the transfer and destruction of records, ensuring that permanent records held on alternative storage media (such as microforms and digital imaging systems) are maintained in compliance with national and state standards, and ensuring the regular implementation of the University’s approved RDA.

Permanent records in the University’s control should be maintained under proper intellectual control and in an environment that will ensure their physical order and preservation.

Destruction of temporary records, as authorized in the RDA, should occur University-wide on a regular basis. Despite the RDA’s provisions, no record should be destroyed that is necessary to comply with requirements of the state Sunset Act, audit requirements, or any legal notice or subpoena.

The University should maintain full documentation of any computerized record-keeping system it employs. This includes a total commitment to funding any system upgrades and migration strategies necessary to ensure the records’ permanent preservation and accessibility.

**PROCEDURES**
Any office or department requesting the destruction of University records should submit their request in writing to the Director of Internal Audit. Approval will be granted based on the provisions set forth in the RDA.

**RESPONSIBILITY**
The Director of Internal Audit is responsible for this policy.

**EVALUATION**
This policy will be reviewed every five (5) years.

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