

## 4.10 General Record Retention Rules

1. University personnel are required to check the student record retention schedule before disposing of materials generated during university business.
2. If a particular type of document does not appear to be covered by the schedule, consult with the Deanship of Student Affairs, Admissions, and Registration.
3. Only one copy of a document should be retained, by the party or department responsible for it.
4. Drafts and notes concerning a document should be destroyed unless they are important to documenting official business or an action of the institution, in which case they will be stored with the document.
5. Except as noted in the retention schedule, the retention period runs from the date the record was created or received.
6. In the case of pending or reasonably anticipated litigation, the institution will impose a litigation hold, which will be communicated to all persons whom the institution has reason to believe may be in possession of documents that are either relevant or may lead to the discovery of admissible evidence pertaining to the case. The imposition of a litigation hold means that all retention periods are suspended for applicable documents and no such documents shall be destroyed or altered until notification that the litigation matter has been concluded.
7. E-mails are computerized documents that should be treated like any other record and are subject to the same retention schedule.
8. Documents stored in electronic format should be treated like any other record and are subject to the same document retention schedule.
9. Any questions as to whether a particular type of document that is related to students can be destroyed should be directed to the Deanship of Student Affairs, Admissions, and Registration.