

## 4.9 Office Copies and Duplicates

Most records will eventually have multiple copies in several offices and departments at the institution. Please note, there is only one official copy and the custodian in the office holding the official copy is the official custodian. The official custodian is responsible for its retention and possible classification as an archival record. Copies may be kept if they are useful and until the academic need is satisfied. All other copies should be destroyed when no longer needed. Whenever another office is designated as the official custodian of a document, all other offices should consult with the official custodian before destroying records that the custodian is maintaining.