



Policy Number: I.03  
Policy Level: Operating Policy  
Originally Issued: September 2012  
Revised: April 3, 2017  
Reviewed: May 29, 2020  
Revised: July 11, 2023  
Policy Owner: President  
Policy Implementation: Records Manager

## University Records Disposition and Management

### I. Policy Statement and Purpose

In accordance with Athens State University's educational mission, this policy establishes the criteria for the management and disposition of official records at Athens State University. These criteria are based on comparable practices at other institutions of higher education, and ensure compliance with the requirements specified by the Alabama State Records Commission.

### II. Definitions

**University Records** - includes any unit of information, regardless of form, made or received by University personnel while transacting official University business. All records created, received or maintained by personnel of Athens State University in performance of their duties are the property of the University.

**University Records Manager** – appointed by the President and responsible for compiling records destruction information, overseeing University compliance with the RDA and reporting annually as required by the State Records Commission. The University Records Manager shall compile the current [records retention requirements](#) from the RDA for distribution to each University functional area record custodian for review annually.

**Office of Record** –The office that is primarily responsible for the retention, storage, and disposition of the official copy of the record.

### III. Management of University Records

The University shall follow the Records Disposition Requirements included in the *Public Universities of Alabama Functional Analysis & Records Disposition Authority* (RDA) located at [Public Universities of Alabama Functional Analysis & Records Disposition Authority](#), approved by the State Records Commission.

All University records must be retained and disposed of in accordance with this policy and schedules approved by the State Records Commission.



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#### IV. University Records Destruction

University records must not be disposed of until minimum retention periods have elapsed. Exceptions to minimum retention periods include records needed for future administrative, legal or fiscal purposes or that is **necessary to comply with requirements of the state Sunset Act, audit requirements, or any legal notice or subpoena.**

Functional area records custodians are required to file a [Request for Records Destruction](#) with the Records Manager **before** the disposal of any record covered by the RDA.

Questions concerning the retention or disposal of records should be addressed to the University Records Manager.

#### V. Responsibility for this Operating Policy

##### Policy Owner

As part of the initial approval of this policy the President will serve as the policy owner for the ongoing evaluation, review, and approval of this policy. Subsequent reviews and revisions to this policy must be in accordance with approved operating policy procedures and processes.

This policy will be reviewed every three years or more frequently as needed by the Policy Owner. Revisions will be reviewed/affirmed by the Cabinet and approved by the University President. This policy will be updated/published in the University's Policy Library.

##### Responsibility for Policy Implementation

The President has assigned the responsibility of implementing this policy to the University Records Manager, under the direction of under the direction of the President.