



RECORDS RETENTION POLICY

PURPOSE

To identify the standards governing retention and destruction of University records, describe the process for destroying Records that have reached the end of their mandatory retention period or are no longer necessary for business operations and designate the appropriate custodians of Records and method for preserving Records. Records of academic research and data may be governed by additional policies or regulations.

STATEMENT OF POLICY

Long Island University requires the retention of University records for specific periods of time, regardless of format, taking into account legal and institutional requirements. Procedures for the retention and disposal of paper and electronic records are outlined below.

PROCEDURES

For information regarding responsibilities for managing university records, see *Records Retention Procedures*.

POLICY TYPE: COMPLIANCE