



Policy Name

4.1070 Records Management and Retention

Purpose and Scope

This policy defines the Records Management and Retention practices for Alvernia University ("AU")

Alvernia University requires that University records be retained for specific periods of time and has designated official repositories for their maintenance. These records must be managed according to the procedures outlined in this document.

The University is committed to effective records retention to preserve its history, meet business and legal needs and standards, optimize the use of space, minimize the cost of record retention, and ensure that outdated and useless records are destroyed. All records created, received, or maintained by University departments during their operations belong to the University and are retained and disposed of according to this policy. University records must be kept until the stated minimum retention period has elapsed.

Responsibilities

[Redacted]

Maintains and enforces this policy. Receives exceptions to the policy.

Maintains and enforces this procedure. Receives exceptions t



_____ (of) _____



Exhibits

[See Records Retention Schedule posted on MyAlvernia](#) (Alvernia login required.)

Document Review Log

[REDACTED]	
2015	Carried over from 2015 approved policy
3/14/2024	SLT Approved