

## GOVERNANCE AND LEGAL

Effective Date: June 1, 2012

Date Revised:

Supersedes:

Related Policies:

Appropriate Use Policy;  
Policy on Use of Electronic  
Signatures; Library Archives  
Policies

Responsible

Office/Department: Office  
of the General Counsel

Key Words: records  
retention; records storage;  
records management;  
records destruction;  
archives; shredding;  
department files

# Policy on Retention and Disposition of University Records

## I. Purpose and Scope

This policy and its implementing procedures will assist the University to meet its obligations under various laws and regulations on the retention of specific records, as well as to optimize the use of storage space and minimize the cost of record retention.

This policy applies to all University records, and to all Northeastern University faculty, administrators, and staff who manage or maintain University records.

## Definitions

**University Records** means the original of any records created or received by Northeastern employees in the course of university business. These records can exist in any form. Records include paper and electronic documents (including e-mail), microforms, audio and video recordings, databases, and emails. Some examples of records include, but are not limited to, contracts, minutes, correspondence, memoranda, financial records, published materials, photographs, sound recordings, video recordings, drawings and maps, and computer data.

**Official Repository** means the department that has primary responsibility for the specific record. It is designated as having responsibility for retention and timely destruction or transfer to the

University Archives of particular types of official University records. Responsibility is assigned to the administrative manager or a designee of the unit that created the record.

### **Policy**

Northeastern must retain different types of records for specific periods of time. University records and documents must be adequately maintained until they are no longer needed or are of no value, including historic value, and so may be disposed of at the appropriate time and in the appropriate manner.

The University has designated official repositories for record maintenance. Departments with the primary responsibility for specific records are designated as *official repositories*.

### **Additional Information**

The Record Retention Schedule posted on MyNEU sets forth the time periods for retention of the applicable official repository of specific records. The Records Management Procedures posted on MyNEU set forth practices to be followed for record maintenance, storage and disposal.

### **Contact Information**

Call the Office of General Counsel, 617-373-2157, if you have questions about document retention periods on the document retention schedule. If you have any questions about records management and disposition, please contact the Office of General Counsel, Director of Compliance, or Archives and Special Collections Department.