

# Saint Mary's College of California Document Retention and Destruction Policy

## I. Introduction

Saint Mary's College of California ("Saint Mary's") is committed to effective record retention to meet legal standards, minimize the cost of record retention, optimize for the use of both paper and electronic records

activity, administrative material information related thereto.

departments, offices and functional areas in the production of documents generated in their respective departments and consistent with applicable

maintain the identical documents, the original record and which will be maintained for the convenience of the user. Documents that may follow a retention schedule

retention. Departments should determine their own record retention policies

subject to change. Department policies should be consistent with applicable

pertains to a claim, audit, agency charge, investigation or litigation of the action. In the event of a legal action, normal document destruction

#### IV. Confidentiality

Many records subject to record retention requirements contain confidential information (e.g., social security number, date of birth, financial information, bank account or credit/debit card information). A Department that maintains such information must take reasonable and appropriate steps to maintain and secure confidential information in a manner as to minimize the risk of unauthorized disclosure.

#### V. Disposal and Destruction of Records

Documents should be retained as long as they are needed for business reasons and for the full duration of any applicable legal retention period. Once a document's retention period has passed, it may be disposed of in a secure manner. This can include but is not limited to shredding or otherwise destroying in a manner that will prevent access to confidential information or destroying electronically stored data in a manner that ensures complete destruction (e.g., moving to the "recycle" or "trash" bin does not necessarily destroy the file). Non-confidential documents and documents not containing sensitive or proprietary information can be appropriately recycled.

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