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, optimi

For the purpose of this Policy, "documents" will be used to refer to both paper and electronic.records

II. Scope

This Policy applies to all Saint Mary's documents that reaordctivity, administrative decision, action or outcome or other business transaction or material information related thereto.

III. Policy

It is the Policy of Saint Mary's that individual **Sco**ls, departments, offices and functional areas ("Departments") be responsible for the retention and destruction of documents generated in their respective areas, according the individual needs of the Department and consistent with applicable retentionrequirements.

To the extent that different Departments have a need to maintain the identical documents, the Departments will determine among them which shall maintain the original record and which will maintain the duplicate record. The retention of duplicate records are for the convenience of the Department having a need to maintain such records and as such may follow a retention schedule suitable to the particular purpose.

This Policy serves as a framework for Saint Mary's record retention. Departmentshould consult this Policy as a guideline while implementing or revising its record retentionations.

Since the appropriate time periods for record retention are subject to chackgepertment should periodically reviews retention practices ensure consistency with applicable requirements

Notwithstanding any Departmitttanticipated litigation, or that pertains to a claim, audit, agency charge, enforcement action, shall be retained at least until final resolution of the actiondliviabe litigation, or anticipated or threatened litigation partment's normal document destruction program

IV. Confidentiality

Many records subject to record retention requirements contain confidential ititom(eag., social security numbers at e 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 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 periodice a document's retention period has passed, it may be dispose of in a secure manners caninclude but is not limited to shredding or otherwise destroying in a manner that will prevent access to confidential information as or destroying electronically stored data in a manner that ensures complete destruction (e.g., moving to the "recycleor "trash" bin does not necessarily destroy the file)n-confidential documents and documents not containing sensitive or proprietary information can be appropriately recycled.

Last Reviewed: December 21, 2011