Northeastern University Retention and Disposition of University Records Policy

Purpose:
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.

This policy and its implementing procedures also will assist the University to optimize the use of storage space and minimize the cost of record retention.

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

Definitions
University Records: 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: 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.

If you have any questions about this Retention and Disposition of University Records, please contact the Office of Compliance and Risk Services.