

POLICIES OF COLORADO STATE UNIVERSITY FAST TRACK POLICY REVISION



Policy Title: Records Retention	Category: 5. Administration Policy ID: 5-6001-005
Policy Proponent/Owner: Vice President for University Operations VPUO APPROVAL FOR FAST-TRACK PROCESS:  _____ Brendan Hanlon Vice President for University Operations Date: _____	Contact(s): Office of the Registrar 970-491-4860 Business & Financial Services Campus Services BFS_Campus_Services@Mail.Colostate.edu

EXPLANATION

This policy was completely revised to:

- provide clarity and consistency
- incorporate a completely new Records Retention Schedule
- name records custodians for various records throughout the institution
- combine student and non-student records under one policy (with separate retention schedules)
- replace chapter 10 in CSU Financial Rules with standalone policy
- clarify records digitization and destruction requirements
- update references to departments

STAKEHOLDERS

Campus partners involved in the discussion included 32 members of the University community from areas throughout the institution:

- Athletics
- Business & Financial Services
- Central Receiving/Surplus Property
- CSU Police Department

- Environmental Health Services
- Facilities Management
- Human Resources
- Information Technology Security
- Medical Records, CSU Health Network
- Office of Equal Opportunity
- Office of Financial Aid
- Office of General Counsel
- Procurement
- Registrar
- Risk Management and Insurance
- Sponsored Programs
- University Libraries
- Vice Provost for Undergraduate Affairs

Additionally, feedback was requested from the College and Administration Advisory Group and was available for review on the Policies Under Development page of the policy office website for over a year.

REQUIRED RESOURCES

No new or additional resources will be required because of this policy revision.

RELATED LAWS, REGULATIONS, OR POLICIES

- [State of Colorado's Records Management Manual](#)
- [Colorado House Bill HB18-1128, Protections for Consumer Data Privacy](#)
- [Federal Agencies Digital Guidelines Initiatives \(FADGI\)](#)
- [Library of Congress, Sustainability of Digital Formats for long-term preservation](#)

APPROVALS

Proponent – Official Requesting Approval: Brendan Hanlon, Vice President for University Operations <u><i>Brendan Hanlon</i></u> <small>Brendan Hanlon (Jan 11, 2023 08:51 MST)</small> Signature	Office of General Counsel: Jannine Mohr, Deputy General Counsel <u><i>Jannine R. Mohr</i></u> <small>Jannine R. Mohr (Jan 10, 2023 12:19 MST)</small> Signature
University Policy Office: Tammy Hunt, Manager <u><i>Tammy Hunt</i></u> <small>Tammy Hunt (Jan 11, 2023 08:50 MST)</small> Signature	FINAL APPROVAL Brendan Hanlon Vice President for University Operations <u><i>Brendan Hanlon</i></u> Signature