Record Retentions

Retention Records Storage

A. University records retention are maintain by central receiving.

B. Departments must box and label records. No boxes will be accepted without proper labeling. (Example: Records Storage form)

C. Label will consist of the following information. Department, contents, record dates, disposal date, and method of disposal.

D. To initiate transfer submit work order with quantity, location, and point of contact and account number for labor charges to Central Receiving by fax or e-mail.

E. Central Receiving will notify responsible department when disposal dates approaches. All records will be documented with authorize signature from department prior to disposition.

F. Central Receiving will provide estimate of shredding charges. The department must create a Limited Purchase Order with Disposal Vendor.

G. Recycle is done by work order, which physical plant recycle personnel will complete. Department must supply account number for labor charges.

Department need to call or e-mail to schedule time for researching records in warehouse. This is due to receiving operations and records are stored on racks.