

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: I:05:01

DATE: August 2003

REVISION/REVIEW DATES: Nov 2012, Dec 2014, Feb 2021

SUBJECT: University Record Retention

APPROVED: Dr. Don C. Killingsworth, Jr., President

PURPOSE

This policy defines the role of Jacksonville State University (JSU) in ensuring compliance with State Law concerning record retention.

POLICY

Records Disposition Authority (RDA) is issued by the State Records Commission under the authority granted by the Code of Alabama 1975, Sections 41-13-5 and 41-13-20 through 21. It was compiled by the Archives Division, Alabama Department of Archives and History (ADAH), which serves as the commission's staff, in cooperation with representatives of the Agency. The RDA lists records created and maintained the Agency in carrying out their mandated functions and activities. It establishes minimum retention periods and disposition instructions for those records and provides the legal authority for Public Universities of Alabama to implement records destruction.

Alabama law requires public officials to create and maintain records that document the business of their offices. These records must be protected from "mutilation, loss, or destruction," so that they may be transferred to an official's successor in office and may be made available to members of the public.

Records also must be kept in accordance with auditing standards approved by the

Examiners of Public Accounts (Code of Alabama 1975, Sections 36-12-2 and 36-12-4).

The Chief Internal Auditor, as JSU's records liaison and records manager, is responsible for ensuring the development of quality record keeping systems that meet the business and legal needs of JSU, coordinating the transfer and destruction of records, ensuring that permanent records held on alternative storage media (such as microforms and digital imaging systems) are maintained in compliance with national and state standards, and ensuring the regular implementation of the University's approved RDA.

Permanent records in JSU's control should be maintained under proper intellectual control and in an environment that will ensure their physical order and preservation.

Destruction of temporary records, as authorized in the RDA, should occur University-wide on a regular basis. Despite the RDA's provisions, no record should be destroyed if it is needed for compliance with requirements of the Open Meetings Act, audit requirements, or any legal notice or subpoena.

JSU should maintain full documentation of any computerized record-keeping system it employs. JSU should develop procedures for

- (1) backing up all permanent records held in electronic format;
- (2) storing a back-up copy off-site; and
- (3) migrating all permanent records when the system is upgraded or replaced.

If the agency chooses to maintain permanent records solely in electronic format, it is committed to funding any system upgrades and migration strategies necessary to ensure the records' permanent preservation and accessibility.

PROCEDURES

Any office or department requesting the destruction of University records should submit a request in writing to the Chief Internal Auditor via a Records Destruction Request

Form. Approval will be granted based on the provisions set forth in the RDA.

HELPFUL LINKS

[JSU Records Disposition Authority Web Page](#)

[Public Universities of Alabama RDA](#)

[University Record Destruction Notice](#)

RESPONSIBILITY

The Chief Internal Auditor is responsible for this policy.

EVALUATION

This policy will be reviewed every five (5) years.