

Section: Business and Support Operations

Section Number: 3.18.2

Subject: Records Storage and Disposal

Date of Present Issue: 11/24/03

Date of Previous Issues:
07/71, 03/79, 06/02

POLICY:

Department managers and supervisors are responsible for (a) knowing the legal and operational requirements for retention of records in their department, (b) enforcing the recordkeeping policies and procedures of the University and the department, and (c) informing department staff about applicable policies and procedures.

In accordance with law and established state and University procedures, the University shall maintain and dispose of its records according to a retention and disposal schedule as adopted for Lake Superior State University ([attachment #1](#)). Responsibility for initiating amendments to the retention and disposal schedule is vested in the office of origin.

PROCEDURE

<u>WHO</u>	<u>DOES WHAT</u>
Office of Origin	<ol style="list-style-type: none">1. Periodically purges active files of records which are no longer regularly need in office operation.2. Establishes, in accordance with attached schedule, the destruction date to be assigned to the record.3. Annually, screens and destroys records scheduled for destruction.

Individuals may refer to the State of Michigan 's records retention website located at: http://www.michigan.gov/documents/hal_mhc_rms_local_gs2_171482_7.pdf