



## **Record Retention and Disposal Policy and Procedure**

### **Policy No. 01.02**

#### **I. POLICY**

As permitted under the Focus on College and University Success (FOCUS) Act, the Tennessee Board of Regents' Records Retention and Disposal of Records Policy: 1.12.01.00 (Formerly G-070) is deemed to be an institutional policy of Tennessee State University.

#### **II. PROCEDURES**

##### **A. Disposal of Records**

1. Unless specified otherwise, or otherwise required by law, records may be imaged, microfilmed, or electronically reproduced and the paper copy destroyed upon verification of an archival quality reproduction. The microfilm, image, or electronic record is retained for the balance of the indicated retention period.
2. State records have been approved for disposal by state-approved methods:
  - a. Shredding
  - b. Recycling
  - c. Purge (paper and electronic)
3. Disposal of institutional and center records must be approved by the State Public Records Commission. No record shall be destroyed, however, so long as it pertains to any pending legal case, claim or action or to any federal or state audit until such actions have been concluded. Records which reflect "Permanent" retention may be destroyed after verification of an archival quality electronic reproduction.

4. Identified division/department Records Officers have the authority and responsibility to dispose of records in accordance with approved records disposition authorizations. Prior to the destruction of any records, the division/department Records Officer must determine if the action should be delayed due to audit or litigation requirements.
5. Division/department Record Officers need to complete a Certificate of Destruction form when destroying public or confidential records that are not destroyed during the annual campaign to purge out-of-date documents on an annual basis. In addition to submitting the form to the State, the division/department Record Officer must also provide a copy of the electronic form to the Record Officer for the University in the Office of General Counsel.

**B. Record Retention Schedules**

1. The State of Tennessee's records classifications and retention schedules have been condensed into a single document entitled "[Records Classification Guide](#)". The [Records Classification Guide](#) provides a description of the record type, corresponding State classification number (RDA, SW, or SW-U number), the retention period, and a description of the ending action for the record (i.e. destroy or keep permanently).
2. As new RDA, SW, or SW-U Records Classification are created and/or updated by the State's Records Management Division, the [Records Classification Guide](#) should be updated by the Office of General Counsel.
3. Notwithstanding the retention period stated herein, should such periods conflict with federal, state, or local law or regulation, the period of longer retention shall apply.

**Exhibits:** [Records Classification Guide](#)

**Reference:** TBR Records Retention and Disposal of Records Policy: 1.12.01.00 (Formerly G-070)

**Adopted:** June 2020