Policy Title: Retention of University Records

APS Number: 2006  
APS Functional Area: ADMINISTRATIVE/GENERAL

Date Submitted: September 5, 2018
Proposed Action: Revision
Brief Description: This policy establishes the principles and processes for the retention and disposal of university records, outlines the roles and responsibilities associated with this process, and provides records retention schedules for the university.

Desired Effective Date: January 1, 2019
Responsible University Officer: Senior Vice President/Chief of Staff
Responsible Office: Office of Policy and Efficiency
Policy Contact: Office of Policy and Efficiency 303-860-5711
Last Reviewed/Updated: July 11, 2016
Applies to: All university employees

Reason for Policy: This APS establishes a universitywide records retention policy and records retention schedules to comply with state law and align with best practices.

I. REASON FOR PROPOSED ACTION

A review is being conducted to assess the impact of the new data privacy requirements per new state law and possible impacts from the General Data Protection Regulations passed by the European Union as well as assessing the appropriate office responsible for the policy going forward as there is a greater emphasis on electronic records.

II. STAKEHOLDER ENGAGEMENT IN THE POLICY REVIEW

- Record Retention Coordinators
- Office of Information Security
- Office of University Counsel
- Employee Services
- Academic Affairs
- Office of University Controller

III. LEGAL REVIEW

A. Do you think legal review would be required for these proposed changes? **Yes**
   1. If no, please explain
   2. If yes, what is your plan to get legal review? **Working with Julie Steeler.**

B. Date legal review completed:
C. Person completing legal review: **Julie Steeler**

IV. FISCAL REVIEW: Are there any financial (human resources, technology, operations, etc.) or other resource impacts of implementing this policy (e.g., cost savings, start-up costs, additional time for faculty or staff, new systems, or software)? **No.** If yes, please explain: