

Policy on Data Retention

The state of North Carolina has very specific rules and standards for the retention and disposition of different types of data used by the state. The purpose of this policy is to better define how these rules and standards are to be implemented within Business Affairs here at The University of North Carolina at Greensboro.

Data Retention Specialists

Each office should have a Data Retention Specialist who is responsible for the following:

- Knowing and understanding the state data retention rules and standards for the data kept in that area
- Annually checking that the data retention rules and standards are being maintained for their responsible area
- Coordinating the storage and disposition of those records, including those in warehouse storage
- Coordination the disposition of computing records with ITS.

The State standards for data retention are online at:

http://its.uncg.edu/Records_Management/General_Schedule/

Retention

Records may be retained in whatever way deemed reasonable by the Data Retention Specialist (following state guidelines above), given the following parameters:

- The space available in the office
- Whether or not the information contains Personally Identifiable Information (PII) or Restricted Data

If the documents contain PII or Restricted Data (see Policy on Data Handling for more information) then the storage of this data must be done with some means that assures very limited access to the information. A locked, fenced area is set up in the warehouse to assist in the storage of PII/restricted information, as well as non restricted information.

Any documents put in such storage must be boxed in file size (or smaller) boxes. Each box must be clearly labeled as to the contents and the disposition date of the documents within. The Data Retention Specialist will be responsible for working with warehouse personnel to assure the transport of these documents to the secure space.

Disposal

During the annual review, the Data Retention Specialist shall coordinate and oversee the disposition/destruction of physical documents per the state retention schedule. A shredding center will be provided at the warehouse to assist with this.

The Data Retention Specialist shall also coordinate with ITS for the proper disposition/deletion of electronic records based on procedures developed with ITS.

Data retention for items stored in e-Print repositories shall be the responsibility of the appropriate repository administrator.