

Academic Affairs Manual (ACD)

ACD 812: Records Storage and Destruction

Effective: 4/30/1990

Revised: 7/1/2011

Purpose

To establish and maintain an active and continuing program for the economical and efficient storage of records

Sources

Arizona Revised Statutes § 41–1346

Office of the Provost of the University

Policy

The head of each university academic unit shall:

1. establish and maintain an active and continuing program for the efficient management of the academic unit's records
- and
2. make and maintain records containing adequate and proper documentation of the unit's functions, policies, decisions, procedures, and essential transactions.

The storage and management of these records must follow the policies outlined in [PCS 703](#), "Records Storage and Destruction."

Occasionally, the Office of General Counsel may issue a Notice to Preserve Evidence to the academic unit or to specific employees in the academic unit because of claims or threatened litigation. Such notices to preserve evidence take precedence over the academic unit's existing schedule for record retention and destruction. Any questions should be directed to the Office of General Counsel.

Cross-Reference

For more information on the storage and destruction of records, see the *Property Control System Policies and Procedures Manual*—[PCS 703](#), "Records Storage and Destruction."