

Purchasing and Business Services Manual (PUR)

PUR 206: Records Storage and Destruction

Effective: 4/13/1990

Revised: 11/1/2019

Purpose

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

Sources

Arizona Revised Statutes §[41-151.14](#), [41-151.15](#) and [41-151.18](#)

University policy

Background

Replaces previously published PCS 703 Records Storage and Destruction.

Policy

The department head shall:

1. establish and maintain an active and continuing program for the efficient management of the department's records
 2. make and maintain records containing adequate and proper documentation of the department's functions, policies, decisions, procedures, and essential transactions
- and
3. arrange for the secure destruction of records when their authorized retention period has expired. [General Retention Schedules](#) covering records common to Arizona institutions of higher education have been approved by ASLAPR for use by any ASU department The Report of Records Destruction Form required for lawful destruction is available [here](#).

All records made or received by employees of the university in the course of their employment are the property of the university. Occasionally, the Office of General Counsel may issue a Notice to Preserve Evidence to the academic unit, department or to specific employees within the academic unit or department because of claims or threatened litigation. Such notices to preserve evidence take precedence over any existing retention schedule or policy. Any questions should be directed to the Office of General Counsel.

If you believe your department has records of permanent historical or research value contact the [University Archivist](#) for assistance.

Records Storage

Records may be temporarily stored at the department; the ASU [Surplus Property](#) Document Storage warehouse or the Arizona State Library, Archives & Public Records (ASLAPR) storage facility.

ASU [Surplus Property](#) Document Storage will provide temporary storage and secure destruction of official ASU records at the ASU [Surplus Property](#) Document Storage warehouse. For information about ASLAPR storage and destruction services visit the ASLAPR's [website](#).

Any departmental records to be stored at ASU [Surplus Property](#) Document Storage must be stored in standard size storage boxes which can be purchased through SunRISE, Staples, part number 33250.