JACKSONVILLE STATE UNIVERSITY

Manual of Policies and Procedures

POLICY NUMBER: I:05:01 **DATE: August 2003**

REVISION/REVIEW DATES: Nov 2012, Dec 2014, Feb 2021, May 2025, July 2026

SUBJECT: University Record Retention

APPROVED: Dr. Don C. Killingsworth, Jr., President

PURPOSE

This policy defines the role of Jacksonville State University (JSU) in ensuring compliance with State Law concerning record retention.

POLICY

Records Disposition Authority (RDA) is issued by the State Records Commission under the authority granted by the Code of Alabama 1975, Section 41-13-5, Section 41-13-20, and Section 41-13-21. It was compiled by the Archives Division, Alabama Department of Archives and History (ADAH), which serves as the commission's staff, in cooperation with representatives of the Agency. The RDA lists records created and maintained by an Agency in carrying out its mandated functions and activities. It establishes minimum retention periods and disposition instructions for those records and provides legal authority for Public Universities of Alabama to implement the records destruction process.

Alabama law requires public officials to create and maintain records that document the business of their offices. These records must be protected from "mutilation, loss, or destruction," so that they may be transferred to an official's successor in office and may be made available to members of the public.

Records also must be kept in accordance with auditing standards approved by the Examiners of Public Accounts (Code of Alabama 1975, Section 36-12-2, Section 36-12-4, and Section 41-5A-21).

The Chief Internal Auditor, as JSU's records liaison and records manager, is responsible for ensuring the development of quality record keeping systems that meet the business and legal needs of JSU, coordinating the transfer and destruction of records, ensuring that permanent records held on alternative storage media (such as microforms and digital imaging systems) are maintained in compliance with national and state standards, and ensuring the regular implementation of the University's approved RDA.

Permanent records in JSU's control should be maintained under proper intellectual control and in an environment that will ensure their physical order and preservation.

Destruction of temporary records, as authorized in the RDA, should occur University- wide on a regular basis. Despite the RDA's provisions, no record should be destroyed if it is needed for compliance with requirements of the Open Meetings Act, audit requirements, or any legal notice or subpoena.

JSU should maintain full documentation of any computerized record-keeping system it employs. JSU should develop procedures for:

(1) backing up all permanent records held in electronic format.
(2) storing a back-up copy off-site.
(3) migrating all permanent records when the system is upgraded or replaced.

If the Agency chooses to maintain permanent records solely in electronic format, it is committed to funding any system upgrades and migration strategies necessary to ensure the records' permanent preservation and accessibility.

PROCEDURES

Any office or department requesting the destruction of University records must request in writing to the Chief Internal Audit via a University Record Destruction Notice Form. The Approval will be granted based on the provisions set forth in the following RDAs:

- The General Schedule RDA (which includes records not specific to Higher Education such as administrative files, budgeting records, and accounting records)
- The Universities of Alabama, Public RDA (which includes records specific to Higher Education such as scholarship records, student account records, and academic records)

HELPFUL LINKS

Code of Alabama

JSU Records Disposition Authority Web Page

Public Universities of Alabama RDA (type in "Universities" in Agency Search. Two RDAs will appear as follows:

Use General Schele for records not specific to higher education

Use Universities of Alabama, Public for records specific to higher education)

University Record Destruction Notice

RESPONSIBILITY

The Chief Internal Auditor is responsible for this policy.

EVALUATION

This policy will be reviewed at least every five (5) years.