

Christopher Newport University

Policy: Records Management/Retention Program Policy

Policy Number: 1040

Executive Oversight: University Librarian
Contact Office: CNU Library – Reference Department
Frequency of Review: Biennially
Date of Last Review: October 2017

A. PURPOSE

The *Code of Virginia §42.1-76 to 42.1-90*, The Virginia Public Records Act, places the records management function of state government in the State Library Board. This act authorizes the State Library Board to regulate and manage the preservation, filing, microfilming, and destruction of public records of all agencies. Records Analysis Services at the Library of Virginia is responsible for ensuring that public records are maintained and available throughout their life cycle. Records Analysis Services supports state agencies with the efficient and economical management of their public records by publishing Records Retention and Disposition Schedules, monitoring the disposal of non-permanent records and assisting with the transfer of permanent records to the Archives.

Christopher Newport University is responsible for the management of its public records pursuant to the Virginia Public Records Act. The purpose of this policy is to authorize a university records management program in accordance with State law.

B. POLICY STATEMENT

At Christopher Newport University, the Reference Department in the CNU Tribble Library is responsible for compliance with the Virginia Public Records Act and is the liaison between all CNU departments and the State Library of Virginia. All university departments are required to participate in this program. The Dean, Director or Department Head is responsible for all university records generated and received by the department.

C. PROCEDURES

This policy governs only those records originally created by Christopher Newport University. When a record is created, the original document is designated, by the originating office as the “official original document.” This “official original document” is the only one that is maintained in accordance with the records management procedures in this policy. All additional copies of the official version can be retained as long as needed and then disposed of in the appropriate manner.

General guidelines can be located on the CNU Library's website at: <http://cnu.libguides.com/recordsmanagement> or you may contact the Reference Department in the CNU Library for guidance and assistance.

Retention periods are set by the State Library for state agencies in General Schedules (GS) 101 through GS 111. It is the responsibility of each department, with the assistance of the University Records Manager, to ensure that the retention schedules are being followed. Retention schedules are identified by type of record and numerical code and are normally based on fiscal, academic or calendar year.

The Certificate of Records Destruction (State Form RM-3) must be completed for all "official original documents" to be destroyed. This form includes information on the following:

- Agency/Division/Department/Address/Phone/Individual Completing Form
- Schedule and Record Series Numbers
- Record Series Titles
- Date Range of Records to be destroyed
- Location
- Volume
- Method of Destruction

The Certificate of Records Destruction must be signed by the Dean, Division or Department Head and the original must be forwarded to the Reference Department of the CNU Library. The form will be checked and approved and returned to the Department. Once the approved form has been returned to the department the records may be destroyed in the appropriate manner. The individual destroying the records must sign and date the original form. The original form will then be returned to the CNU Library – Reference Department, who will send the original form to the Library of Virginia.

University Departments should not correspond directly with the Library of Virginia on Records Management. All questions should be directed to the CNU Library-Reference Department.

D. AUTHORITY

This policy is adopted and conforms to *Code of Virginia* §42.1-76 to 42.1-90, Virginia Public Records Act, Library of Virginia.

E. APPROVAL AND REVISIONS:

Approved By: University Librarian, August 28, 2015
Revision 1: Policy Committee, October 18, 2017

F. NEXT REVISION DATE: October 2019