Document Archive Policy and Procedure

Policy Statement

1. All University of Arizona South documents and records will be retained based on the University of Arizona document and record retention guidelines.
   a. To ensure that all necessary documents and records are retained for the proper length of time per the University of Arizona Document and Record Retention Guidelines.
   b. To ensure that all necessary documents and records are retained in a secure, controlled environment.
   c. To ensure that all necessary documents and records are managed in an organized and efficient manner.
      i. Properly identified and stored to allow ease of access and identification of documents being archived.
      ii. Properly identified to allow documents ready to be destroyed easily and efficiently.

Responsible Parties

1. Business Office will be responsible for the storage and management of all documents and records located in the archive room.
2. Business Office will be responsible for destruction of documents and records after the documented destroy date.
3. Only “Banker’s Boxes” (Letter 12-7/8”W x 25-3/8”D x 10-1/4”H) are to be used for storage of documents.
4. Each department (i.e. Student Services, Media Technology, IT, Academic Affairs, Continuing Education, Dean’s Office, Business Office, etc.) will be responsible for organizing, boxing, identifying, and placing all documents and records into the archive room.
5. Each department will identify each box by completing and attaching the Archive Tag located outside of the Archive Room in the Business Office.
6. Each department is responsible for identifying when the documents and records are to be destroyed based on the University of Arizona’s Document and Record Retention Guidelines.