

Record Retention

AA_IE_IS_05

Responsible Officer
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Responsible Office
Institutional Effectiveness
Approving Body
Board of Trustees
Approval Date
2019-01
Re-evaluation Date
2021

Policy Statement

Records are retained for a specified period of time, determined by the contents of the document. Records are appropriately deleted or destroyed at the end of that period.

Policy Procedures

The [record retention procedures](#) are available in the Office of Institutional Effectiveness.