

# Record Retention

## AA\_IE\_IS\_05

Responsible Officer  
Jeremy Pattisall  
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.