

CAMERON UNIVERSITY

Records Management Policy

Policy Statement

Cameron University is an agency of the State of Oklahoma and is required to maintain its records in accordance with requirements established by the Oklahoma State Archives and Records Management Division. Record management requirements for Cameron University are detailed in the [General Records Disposition Schedule for State Universities and Colleges](#).

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Who Should Know This Policy

President
Vice Presidents
Deans
Department Chairs
Directors

Faculty
Other Accounting/Finance Personnel
All Employees

Responsibilities

Responsible for Policy
University Officer Responsible

Vice President for Business and Finance

Procedure

STATEMENT OF PURPOSE: In support of the above policy statement, the following procedures and information are provided:

1.0 Definitions

- 1.1 Office of Record: The Cameron University office required to retain original record for required retention period.
- 1.2 Permanent Records: Records that possess continuing value because they document the University's functions, policies, decisions, procedures, and essential transactions of the University, or protect the legal and financial rights of the University and persons directly affected by them.

2.0 General Guidelines

- 2.1 University departments are required to become familiar with the General Records Disposition Schedule and are charged with the responsibility to maintain and store each record series in the most practical and cost effective format.
- 2.2 The Office of Record has the responsibility to retain the original record for the required retention period.
- 2.3 Duplicate or convenience copies may be destroyed when superseded or no longer required for administrative purposes.
- 2.4 Records may be maintained in optical disk format under the following guidelines:
 - 241 A backup copy of the disk should be stored off site in an area that meets manufacturers' recommendations for temperature and humidity controls. If no recommendations are provided, the disk should be stored between 65 degrees and 75 degrees Fahrenheit and humidity between 30 percent and 50 percent.
 - 242 In lieu of a backup disk, data may be stored off site on permanent microfilm that meets all standards for authenticity, photographic quality, and bibliographic integrity required by Commission rule 60:10-7-2.
- 2.5 University departments should notify the University's Records Management Coordinator of intent to destroy records. The Coordinator will file a **Notice of Intent to Destroy Records** to the Archives and Records Commission. The Coordinator will notify the University department when approval to destroy records has been obtained.
- 2.6 Permanent records may not be destroyed. The [General Records Disposition Schedule for State Universities and Colleges](#) includes approximately 66 records deemed by the Archives and Records Commission to warrant permanent preservation.

- 2.7 The University Records Management Coordinator is responsible for educating the University's employees as to the University's records management requirements and for communicating key elements of the University's record management process at least twice a year.
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Contacts

Policy Questions: Business Office, (580) 581-2225

Forms

In support of this policy, the following forms are included:

Notice of Intent to Destroy Records—See State Website Link Provided

[General Records Disposition Schedule for State Universities and Colleges](#)

Policy History

Policy

Issue Date: February 4, 2005

Reviewed, no revision: February 2017

Revised: April 6, 2017