FARMINGDALE STATE COLLEGE

Records Retention and Management Policy

1.0 Purpose
Records created by the staff and faculty at Farmingdale State College (hereinafter the College) in their administrative roles as they work to fulfill the College’s educational mission are essential to the efficient operation of the College, to preserve the College’s history, and are subject to legal requirements. Proper management of such records is therefore necessary.

The purpose of this document is to:
- establish a Records Management Policy that provides guidelines and mandates for the systematic control of records from creation to final disposition;
- define key concepts specific to College policy; and,
- describe a framework for implementing this policy through a records management program.

2.0 Persons Affected
All College employees who either generate or have access to College records.

3.0 Policy
It is the responsibility of the State University of New York and individual campuses to comply with state and federal mandates. The College is committed to meeting its administrative, fiscal, legal, and historical obligations by systematically managing the records created in the course of the College’s academic and administrative operations.

The management of records includes appropriate practices for organizing records, securing confidential or sensitive information contained within records, effective archiving of records determined to have permanent or enduring value, and proper destruction of records deemed to have no permanent or enduring value once operational needs have been met and no legal considerations require retention.

The College’s Records Management Officer is responsible for developing and administering a Records Management Program for the systematic control of records at the College. The Records Management Officer will provide information, training, and support to the campus. Additionally, the Records Management Officer will work with the College’s Legal Liaison to preserve documents which may be relevant to current or future litigation.

The Records Management Officer will support departments across campus to systematically control the records of the College from their creation to their final disposition.

Implementation of this policy will assist the College in meeting its operational and legal obligations and in preserving its historical records. Further, the College will benefit from the increased organizational efficiency that implementation of this policy will provide. This policy and relevant materials developed as part of the Records Management Program will be made available to the College community for their ongoing reference.
The College’s Records Retention and Management Policy will comply with the SUNY Records Retention and Disposition Schedule and/or the General Record Retention and Disposition for New York State Government Records. The SUNY Records Retention schedule holds precedence over other record schedules, unless there are Federal mandates.

If a record is not found in the SUNY Records Retention and Disposition Schedule, the record’s retention period may be found in the General Record Retention and Disposition for New York State Government Records (2008) schedule for complying with legal, fiscal, and administrative requirements for records retention and provides advice on cost-effective management of records commonly found in all State entities. The schedule provides legal authorization to dispose of common records on a regularly scheduled basis.

This policy applies to all records created at the College. Records created by employees of the College acting within the scope of their employment or in an official capacity are the property of the College.

The Records Management Officer will work with College offices and departments to explain the records retention schedules appropriate to each office’s circumstances for the preservation or disposition of official College records.

4.0 Definitions

Record
The life cycle of a record begins when it is created and ends at its final disposition. Records are information created, received, and maintained as evidence and information by an organization or person, which must be maintained to meet the fiscal, legal, historical, or administrative needs of the organization.

Records are defined by content rather than by format. Records include those that are hard copy, electronic (including web pages), or any other format from which information can be retrieved.

Records include but are not limited to official College publications, fiscal data, official correspondence (including electronic correspondence), minutes of meetings, reports, and student and employee files. For the purposes of this policy, records are defined broadly to encourage consideration of the appropriate use and retention of all information created in the course of business.

Departmental Records Coordinator
Each campus department should designate a departmental records coordinator and provide the Records Management Officer with that individual’s information.
5.0 Responsibilities
All College employees will comply with this policy and all procedures based on this policy.

The College’s senior administrative staff is responsible for communicating the importance of adhering to this policy to campus employees.

The Records Management Officer’s responsibilities include:
- Working with the College’s Legal Liaison to enact and maintain litigation holds for the preservation of documents and records which are or may be relevant to current or future litigation.
- Assisting departments with their records retention questions.
- Assisting departments through guidance on large record organization projects.
- Establishment of records management training program for campus employees.
- Collaboration with other record managers to stay informed on the topic of records management and changes occurring in the industry.

The Departmental Records Coordinator’s responsibilities include:
- Managing records and submitting requests to dispose of state records to the Physical Plant Department throughout the calendar year.
- Keeping an inventory to track the state of inactive records through destruction.
- Obtaining training and information regarding College records management policies from the College’s Records Management Officer.