



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

POLICY TITLE:

Document Retention Policy

VOLUME, SECTION & NUMBER:**ENTITIES AFFECTED:**

All Divisions and Departments

ADMINISTRATIVE AUTHORITY:

Office of General Counsel

APPROVED BY:

Office of the President

EFFECTIVE DATE:

July 8, 2024

POLICY STATEMENT:

State and federal laws prohibit the destruction of certain documents. Therefore, it is crucial for administrative personnel to know the length of time records must be retained and to follow protocol for the timely and appropriate destruction of records after the retention period has passed. The purpose of this policy is to eliminate the premature destruction of documents.

DEFINITIONS:**Public Records**

Kentucky law defines public records, in part, as “documentary materials, regardless of physical form or characteristics, which are prepared, owned, used, and in the possess of or retained by a public agency.”

PROCESS:

Kentucky State University (KSU) follows the State University Model Records Retention Schedule promulgated by the Kentucky Department for Libraries and Archives (KDLA) and incorporates that policy by reference.

All KSU employees are responsible for maintaining public records according to this policy, whether those records are stored electronically or in paper form. Information must be accessible to the appropriate parties until all legal, fiscal, and administrative retention periods are met—regardless of the records’ mode of storage.

Paper or electronic documents indicated under the terms for retention will be transferred and maintained by the responsible office.

No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation. Employees must check with the Office of General Counsel for any current or foreseen litigation before disposing of any documents.

In order for KSU to comply with government auditing standards (Single Audit Act), no paper or electronic documents will be destroyed or deleted as required.

RELATED POLICIES:

Open Records Policy

STATUTORY AND REGULATORY REFERENCES:

State University Model Records Retention Schedule

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