

Law School	Financial Aid
Dean of Students	Student Conduct
Student Housing	Health Services
Athletics	Counseling
Camps & Conferences	Accounting
Treasury Management	Purchasing
Payroll	Accounts Payable & Receivable
Facilities Management	Bursar
Information Technology	Cashier
General Counsel	Risk Management
University Advancement	Alumni Relations
Public Relations	Institutional Research
Public Safety	Lock Shop
Environmental Health & Safety	

Definitions of Terms and General Description of Responsibilities

Document.

A document that is important to the operation of the University, when finalized, would become a record and would be governed by this Records Management Policy.

Record. A "record" is a document that is regarded as complete, final and unchangeable, except in controlled circumstances, and is considered important to an operation of the University. Thus, normally a draft of a document or file notes would not be considered a record.

Tangible Record. Tangible records are those records that are in a format that may be handled and read by an individual, and are often referred to as "hard copies." Historically, University records have been in tangible format; however, the University is expanding its use of Electronic Records. Tangible records that have been scanned shall be considered Electronic Records. Tangible Records shall be retained, managed and destroyed in accordance with the Records Retention Schedule (attached).

Electronic Record. RWU has been expanding its use of a non-tangible "paperless" record format. Such records include but are not limited to word-processor documents, spreadsheets, databases, HTML documents, scanned or imaged documents and any other aged

Administration of the Records Retention Policy

Administration of Records Retention Policy /Reports to University General Counsel. Each office or department is responsible for the administration of this Records Retention Policy, and any questions regarding the application of this policy shall be submitted to the University General Counsel.

Management of Records within an Office. The office, department or other area of the University that generated or received a record shall be the repository of Active, Inactive, Permanent and Archival Records. The head of the office, department or area that generated or received the record shall be responsible for receiving, managing and destroying Active Records under this Records Retention Policy; however, at such time as the records are no longer Active Records, and have not previously been destroyed in accordance with

Separate Files for Records. Each office, department or unit that creates a record shall establish a file or files for holding University Records, which files shall be separate from other files. A standard file shall be for tangible records and a computer file for electronic records. At such time as a document becomes a record (see definitions above), that document shall be transferred to the records file, although a copy may be retained elsewhere for as long a period of time as that record is needed in the office. If at any time an Inactive, Permanent or Archival Record is needed by the office, department or unit that created it, that Record may be retrieved from the appropriate file in replaced in the Active Records File.

Records Retention Committee. The President of the University, after consultation with the President's Cabinet, shall appoint a committee of five (5) RWU non-aligned employees to

Manner of Record Destruction.

Upon Termination of Employment. At such time as an employee leaves his or her position at the University, he or she shall not remove or delete any record or document from the University, including but not li