

Record Retention and Document Destruction

Updated October 2012

The corporate records of Mount St. Joseph University are important assets. Corporate records include essentially all records you produce as an employee, whether paper or electronic. A record may be as obvious as a memorandum, an e-mail, a contract, or, something not as obvious, such as a computerized desk calendar, an appointment book, or an expense record.

The law requires the University to maintain certain types of corporate records, usually for a specified period of time. Failure to retain those records for those minimum periods could subject you and the University to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place the University in contempt of court, or seriously disadvantage the University in litigation.

The University expects all employees to fully comply with any published records retention or destruction policies and schedules, provided that all employees should note the following general exception to any stated destruction schedule: If you believe, or the University informs you, that University records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until the University's legal counsel determines the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records. If you believe that exception may apply, or have any question regarding the possible applicability of that exception, please contact the Chief Compliance and Risk Officer.

From time to time the University establishes retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that bear special consideration are identified in the document entitled [MSJ Records Retention Schedule](#) found in Appendix and on the Fiscal Operations myMount Finance page. While minimum retention periods are suggested, the retention of the documents identified on this schedule and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention identified above, as well as any other pertinent factors.

Email that needs to be saved should be either printed in hard copy and kept in the appropriate file; or downloaded to a computer file and kept digitally as a separate file. The retention period depends upon the subject matter of the e-mail, as covered in the schedule.

Failure to comply with this *Record Retention and Document Destruction Policy* may result in punitive action against the employee, including suspension or termination. Questions about this policy should be referred to the Chief Compliance and Risk Officer or the Chief Financial Officer.