



## UNMC Record Retention and Destruction FAQs January 4, 2006

1. Q: What are records?

A: Records contain information relating to the operation of the University and/or the interests of persons employed by, enrolled at, or otherwise associated with the University.

2. Q: Who is responsible for records?

A: Employees whose duties include creating records, or who act as custodians of records, are responsible. Each department administrator is responsible for implementing record retention schedules within their department. Records must be available for retrieval, reproduction, and authentication.

3. Q: Who has access to records?

A: Records that are created or received by employees of the University acting in the course of their employment are the property of the University, and may be accessed by authorized University employees. Employees should assume that most University records are potentially subject to disclosure to the general public under public records statutes, or to third parties through legal process (i.e. subpoena, discovery demand search warrant, etc.)

4. Q: What University policies cover record retention?

A: Executive Memorandum 29, "Policy on Record Management and Policy and Procedure for Issuance of Collection and Preservation Notices for University Records and Relevant Materials"

UNMC Policy and Procedures 6056, "Retention and Destruction/Disposal of Private and Confidential Information" Policy

5. Q: What is a record retention schedule?

A: The University of Nebraska has established record retention schedules for different types of records. As of this date, the records retention schedules are being formulated. The schedule lists the type of record, the repository, and the minimum amount of time the record must be kept. The record retention schedules are located at:

[http://www.unmc.edu/dept/compliance/index.cfm?L1\\_ID=34&CONREF=10](http://www.unmc.edu/dept/compliance/index.cfm?L1_ID=34&CONREF=10)

6. Q: In what form/medium must records be retained?

A: Records may be retained in any form that is retrievable, unless a statute or University policy requires a specific medium. If a specific medium is required, the Records Retention schedule will list it.

7. Q: What is a Records Preservation Notice?

A: A Records Preservation Notice may be sent by authorized University representatives to individuals/departments directing them to preserve records that may be relevant to pending/anticipated litigation, audit, investigation, subpoena, warrant or public records request. Individuals must search for, preserve and maintain any documents and electronic data relating to the issue described in the notice. See Executive Memorandum 29 for further information.

8. Q: Who is the UNMC Records Officer?

A: The UNMC Records Officer is Keith Swarts, Director, Business Services. If you have questions regarding records retention or destruction, please contact Keith at 9-5840 or at [kswarts@unmc.edu](mailto:kswarts@unmc.edu).