

# Electronic Record Retention and Destruction Policy

Version: 1.0  
Date: 4/28/2017

## PURPOSE

The institutional records of **Fitchburg State University (FSU)** are important assets. These records include essentially all records you produce as an employee, whether paper or electronic.

The purpose of this policy is to define the **FSU's** requirements and guidelines for electronic data and records management as well as retention schedules. Electronic records must be handled, stored, and disposed of properly in order to protect the stored critical data. **Fitchburg State University** requires that electronic records, as defined herein, regardless of format, be retained for specific periods of time or disposed of in accordance with legal or other business requirements. This policy must be read in conjunction with the Acceptable Use of Information Technology Resources Policy.

## SCOPE

All University electronic records must be retained and handled in accordance with applicable laws and regulations.

## POLICY

All electronic records must be retained and handled in accordance with applicable Federal laws and the Massachusetts Statewide Records Retention Schedule.

## ENFORCEMENT

Any employee found to have violated this, intentionally or unintentionally, may be subject to disciplinary action, up to and including termination of employment.

## ROLES AND RESPONSIBILITIES

Role	Responsibility
Information Security Officer	Develops media management standards and performs auditing to ensure that electronic records are being handled and disposed of in accordance with this policy.
Management	Ensure that any records they possess, and records that contain data or applications that they possess, are handled and disposed of in accordance with this policy. Responsible for updating retention schedules as necessary
IT Staff	Responsible for maintaining electronic records and destruction of electronic records once the retention period has expired
Staff	Store <b>FSU</b> data only on approved media and report the loss, damage, or theft of any media containing <b>FSU</b> data. Responsible for handling and disposing of files, documents and other records within the guidelines set forth by this policy

## REFERENCES

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Framework COBIT 4.1	Regulations and Requirements PCI DSS	Supporting Standards and Procedures
PO2.1 Enterprise Information Architecture Model DS11.2 Storage and Retention Arrangements DS11.4 Disposal	Requirement 3: Protect stored cardholder data Requirement 9: Restrict physical access to cardholder data	
Record Retention and Destruction	Massachusetts Statewide Record Retention Schedule	

## REVISION HISTORY

This section contains comments on any revisions that were made to this document and the date they were made.

Revision Number	Date	Approval	Description of Changes
1.0	10/28/2015	Compass ITC	Initial Version