

DOCUMENT RETENTION POLICY

1. PURPOSE

The purpose of this Document Retention and Destruction Policy is to ensure that Kalasalingam Deemed to be University retains its official records in accordance with the requirements of all applicable laws and to ensure that official records no longer needed by are discarded periodically.

2. COVERED RECORDS:

This Policy applies to all official records generated in the course of the Kalasalingam Deemed to be University operations, including but not limited to:

- Typed, or printed hardcopy (i.e., paper) documents;
- Electronic records and documents (e.g., answer scripts, email, Web files, text files, PDF files);
- Video or digital images;
- Graphic representations;
- Electronically stored information contained on network servers and/or document management systems; and
- Recorded audio material

3. ADMINISTRATION:

Record Retention

- a. All records shall be maintained and stored for a period of five years. The Directors of various sectors of Kalasalingam Deemed to be University will be responsible for the administration of this policy to all employees and to ensure that the policy is implemented.
- b. Make modifications to the Record Retention Schedule from time to time to ensure that this Policy complies with local, state and federal laws and includes the appropriate document and record categories for the university.
- c. Monitor the compliance of the university officers and employees with this Policy;
- d. Directors shall take other action as may be authorized by the university Board of Directors.

RECORD STORAGE PROCEDURES

- a. In order to facilitate administration of this Policy, where practicable, official records are to be organized and stored according to general categories in a manner that best facilitates the efficient administration of the university's operations. Records within each category are to be organized and stored in chronological order or by time period (e.g., by month or year).

- b. Categories of records not required to be retained on a permanent basis should be maintained by date or conspicuously dated to enable such records to be easily identified for destruction at the end of the record retention period.
- c. Records containing confidential information should be labeled and/or stored in a manner to limit access to those employees or other individuals with authorization to view such records.

4. SUSPENSION OF RECORD DISPOSAL IN EVENT OF LITIGATION OR CLAIMS

If any employee of Kalasalingam Deemed to be University reasonably anticipates or becomes aware of a governmental investigation or audit concerning the university or the commencement of any litigation against or concerning the university, such employee shall inform Directors and any further disposal of documents shall be suspended until such time as the Directors, with the advice of the Academic Body, determines otherwise. The Directors shall take such steps as are necessary to promptly inform affected staff of any suspension in the disposal or destruction of documents.

5. CONFIDENTIALITY AND OWNERSHIP

All records are the property of Kalasalingam deemed to be University and employees are expected to hold all official records in confidence and to treat them as university assets. Records must be safeguarded and may be disclosed to parties outside of the university only upon proper authorization. Any subpoena, court order or other request for documents received by employees, or questions regarding the release of the university's official documents, must be directed to the Academic Body prior to the release of such documents. Any record of the university in possession of an employee must be returned to the employee's supervisor or the Directors upon termination of employment.

This policy is not intended to and does not constitute or create contractual terms of employment, assure specific treatment under specific conditions, and/or does not alter the at-will nature of any employment relationship with Kalasalingam Deemed to be University.
