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## Policy Information

**Effective Date:**

September 26, 2011

**Policy Number:**

Fin-301

**Responsible Unit:**

Records Management & Archives

**Email:**

[rmaa@email.arizona.edu](mailto:rmaa@email.arizona.edu) [1]

## Purpose and Summary

To provide University-approved records retention and disposition schedules and storage procedures for University Management, Administration, Personnel, and Financial Records, including but not limited to records and documents created or maintained in electronic, paper, or other media.

## Policy

The University of Arizona is required by law, regulation, and best business practice to create and retain certain records. These standards apply regardless of whether the record is created or maintained on paper or electronic format. Simply changing the medium does not change our obligation to create or store records.

The complete policy, with descriptions of records, disposition, and common retention schedules, is available at the [Records Management and Archives](#) [2] website.

## Related Information\*

[Records Management and Archives](#) [2]

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**Links**

[1] <mailto:rmaa@email.arizona.edu> [2] <http://rmaa.arizona.edu/retention>