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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 [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

Related Information*

Records Management and Archives [2]

Source URL: https://policy.arizona.edu/business-and-finance/retention-schedule-policy-summary

Links
[1] mailto:rmaa@email.arizona.edu