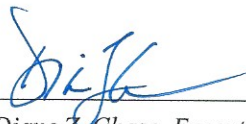





RECORDS MANAGEMENT POLICY

RESPONSIBLE ADMINISTRATOR: VICE PROVOST FOR ACADEMIC PROGRAMS
RESPONSIBLE OFFICE(S): OFFICE OF THE EXECUTIVE VICE PRESIDENT AND PROVOST
ORIGINALLY ISSUED: DECEMBER 2018
APPROVALS: APPROVED BY:



Diane Z. Chase, Executive Vice President & Provost 1/9/19
Date

APPROVED BY THE PRESIDENT:


Marta Meana 1/11/19
Date

REVISION DATE: NA

STATEMENT OF PURPOSE

In accordance with Nevada law, the Board of Regents of the Nevada System of Higher Education (NSHE) has established requirements for establishing a records management program. Each NSHE institution is required to preserve and maintain records pursuant to the NSHE records management program.
This policy establishes that responsibility for meeting the requirements of the records management program belongs to all employees.

ENTITIES AFFECTED BY THIS POLICY

All employees of UNLV are affected by this policy.

WHO SHOULD READ THIS POLICY

All employees of UNLV are to read, understand, and comply with this policy.

POLICY

The State of Nevada requires, through the Nevada Revised Statutes and Nevada Administrative Code, that NSHE establish a records management program. The Nevada System of Higher Education (NSHE) also has requirements for its institutions. These laws and requirements must be satisfied at UNLV by all units and all employees.

With respect to the management of its records, UNLV must:

1. Maintain its records in a manner which is secure, cost effective, and which allows for the rapid retrieval and protection of the information contained within the record;
2. Refrain from accumulating unnecessary records which are not essential to the proper functioning of the institution or unit;
3. Protect personal identifying information of employees and students; and
4. Adhere to the NSHE records retention schedule for retention, disposal and appropriate transfer of records with archival value to the institution or unit archivist, or the State Archivist.

NSHE, in part, requires that each institution appoint at least one individual to serve as the Records Retention Officer. The Records Retention Officer shall assist the institution or unit with information as needed to carry out their records management programs and ensure compliance with the records management, retention, and disposition schedule.

An important component of records management is that records electronically scanned and saved replace the original paper copies of the documents. The electronic files are then managed according to the records management, retention, and disposition schedule.

RELATED DOCUMENTS

UNLV Records Management Policy, <https://www.unlv.edu/about/policies/current-policies>

NSHE Records Retention and Disposition Schedule, *Procedures and Guidelines Manual*, Chapter 16, <https://www.unlv.edu/about/policies/current-policies>

CONTACTS

Office of the Vice Provost for Academic Programs

Records Retention Officer: Gail Griffin, gail.griffin@unlv.edu

Office of the Executive Vice President and Provost
