

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

Records and Documents Retention, Security and Control	1-014 ADMINISTRATIVE July 2009
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POLICY

- 1.01 Official documents and records arising from University operations are to be retained and preserved for documentation and future references in compliance with recommendations and guidelines prescribed by the Oklahoma Department of Libraries, Records Management Division. Such documents and records may be copied and released, when necessary.
- 1.02 Many documents produced by Oklahoma State University Institute of Technology must be retained until official release can be secured. Other documents are required to be retained by federal laws which are applicable because of federal funding received by Oklahoma State University Institute of Technology. Policy, therefore, is established to comply with these two requirements and to provide a consistent procedure for document retention, for providing copies to agencies or individuals when requested in the public interest, and finally, proper disposal.
- 1.03 All Oklahoma State University Institute of Technology offices and departments are responsible for reviewing and maintaining records.
- 1.04 The Librarian at Oklahoma State University Institute of Technology serves as the institution's Archivist and is responsible for appraising and preserving University records in conjunction with Oklahoma State University-Stillwater. The archives serve as the official depository for public records created by the University.
- 1.05 The Vice President for Fiscal Services coordinates compliance with State requirements and initiates directives for records management. The Vice President for Fiscal Services approves requests to dispose of documents.

PROCEDURES

- 2.01 The timetable for retention of documents and records is contained on the Oklahoma Department of Libraries website and is to be used as a guideline for retention and disposal of documents and records at Oklahoma State University Institute of Technology.

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- 2.02 All departments that wish to destroy documents must submit a request to the Vice President for Fiscal Services. The Vice President for Fiscal Services must approve the request before it is sent to the State Records Administrator for final approval, after which the documents will be destroyed. Sensitive documents should be shredded in the presence of a witness. Both the person administering the shredding and the witness must sign a certification of shredding which will then be filed with the Oklahoma State University Institute of Technology Archivist/Librarian.
- 2.03 When an office wishes to forward records to the official archives, a written request must be submitted to the Oklahoma State University Institute of Technology Archivist/Librarian, with a summary of the materials involved. Upon return of the approved request, the unit then can arrange delivery as indicated by the Archivist/Librarian.
- 2.04 Requests for copying and document review are to be made in writing to the Office of the President during normal business hours.
- 2.05 Oklahoma State University Institute of Technology charges a fee for the direct cost of copying and excessive document search. Any request for materials that will be used solely for commercial purposes, or those requests that will cause excessive disruption of work, will be charged at a rate to recover the direct costs of document search, plus copying costs.

Approved: August 1996
Revised: November 2007
Revised: July 2009