

## **RECORD RETENTION LAWS**

### **What is it?**

State Record Retention Laws identify the duration of time public agencies are required to maintain their records.

### **Why is this important?**

State Record Retention Laws attempt to address two competing interests: the need of state agencies to maintain the appropriate records as is necessary to conduct their business vs. the need of state agencies to dispose of unnecessary records (to decrease risk in event of theft, to maximize storage, etc.)

### **How do you make sure you're in compliance?**

The State Record Retention Laws can be found at: <http://www.cslib.org/publicrecords/retstate.htm>. Schedule 5 (S5) describes the Student Record Retention Schedule for the University of Connecticut and other institutions of higher education.

All departments should make a list of all the records they maintain and cross-reference them against this schedule to create a personalized Record Retention Schedule. ([See attached.](#)) If the specific record is not listed in that schedule, please refer to the first three schedules, S-1 Administrative Schedules; S-2 Personnel Records; and/or S-3 Fiscal Records. If the specific record cannot be located on any of these Schedules, please feel free to contact the resources listed below.

Departments should incorporate this information into their training.

### **Important Notes:**

- Please note that if you receive a litigation hold notice, these record retention schedules no longer pertain. Instead, follow the information in the Litigation Hold Letter that indicates that you cannot “destroy, alter, or delete any new documents – including email messages in their electronic form . . . that you acquire or generate in the course of your business.” See [Litigation Hold Notices](#).
- Distinguish this from FERPA. FERPA does not deal with how long you have to keep records – FERPA states what you have to do with the (student) records that you have. It's record retention laws that dictate how long you have to keep records.

### **University Policies that Pertain to this Issue:**

- None.

### **Resources:**

- Denielle Burl, Director of Risk Management.
- Betsy Pittman, University Archivist, who serves as the University liaison to the Office of the Public Records Administrator. Please contact Ms. Pittman at 860.486.4507 or e-mail her at [betsy.pittman@uconn.edu](mailto:betsy.pittman@uconn.edu).
- Office of Attorney General at the University of Connecticut, which may be reached at 860.486.4241;
- Office of the Public Records Administrator [OPRA], the state agencies who has oversight of this function. The OPRA publishes manuals, general letters, guidelines and standards to keep state and local government agencies informed about current records management issues and requirements.