I. Purpose

The East Carolina University Medical & Health Sciences Foundation, Inc. (“the MHSF”) requires that its records be managed in a systematic and logical manner according to plans developed by the MHSF’s Records Retention and Destruction Policy and the East Carolina University (“the University”) Records Management Policy. Records of the MHSF will be retained, at a minimum, in accordance with local, state, and federal guidelines and consistent with sound business practices. Records will be disposed of in a manner that is deemed appropriate for the record. The MHSF’s department managers will be responsible for enforcement of record retention and destruction guidelines.

This policy applies to all records, regardless of whether they are maintained in hard (paper) copy, electronic, audio/video, or any other accepted business form.

II. Objectives

The policy exists to serve the MHSF’s and University’s need to comply with various regulatory demands. The policy’s objectives are to:

- promote compliance with federal, state, and other legal requirements for record retention;
- conduct the best business practices;
- promote efficient and effective management, sharing, and transfer of information between the MHSF and University employees within prescribed security standards;
- support the MHSF’s and the University’s disaster recovery plans;
- optimize the use of limited office space and utilize the records management function of the University’s Archives located in Joyner Library;
- ensure that records no longer needed to satisfy legal, regulatory, or other requirements are disposed of properly;
- ensure that no record is disposed of unless authorized;
- ensure that the method of destruction is appropriate for the type of record under consideration;
- ensure that records of permanent value are preserved;
- ensure that records retention and destruction policies are reviewed and updated to reflect changes in laws/regulations, business requirements, or technology;
- ensure that records subject to PCI compliance are maintained, secured, and disposed of appropriately.

Unanimously passed by the full Board on June 18, 2009
III. Administrative Responsibility

The MHSF’s department managers are responsible for:

- monitoring compliance with this policy
- periodic review of currently-used records and forms to determine whether they are adequate and appropriate for the department’s requirements;
- maintenance of their department’s own retention and destruction policy based on their internal and external requirements to optimize the use of office space;
- informing all employees within the department of the policies;
- ensuring that all employees within the department adhere to the policies;
- periodic review of the policy to determine if circumstances have occurred/changed to necessitate changes to the retention or destruction periods;

IV. Records Retention Periods and Destruction

Guidelines for records retention period and method of destruction are provided in Exhibit A of this policy document. This schedule should be periodically reviewed by each MHSF department manager to determine whether additions, deletions, or modifications are needed to reflect changes in laws/regulations, business requirements, technology, and consistency with the University’s policy.