







length of time that the Official Repository should retain Records. No one person, office, or department can be directly responsible for all Southwestern Records. Therefore, each office or department managing Southwestern Records is responsible for:

- x implementing Record management practices consistent with this Policy;
- x educating staff in the Record management practices;
- x preserving Records as required under this Policy;
- x properly disposing of Inactive Records at the end of the applicable retention period;
- x protecting Records against misuse, misplacement, damage, destruction, or theft; and
- x monitoring compliance with this Policy.

Offices or departments should review their retention practice with the office or department identified as the Official Repository. Southwestern Records are the property of Southwestern and not of the faculty or employees who created them or to whom they are entrusted.

A key employee under this policy means the following: a member of the Board of Trustees, an Officer (e.g., Chair, President, Chief Financial Officer, Secretary), Vice Dean, Chief Officer (e.g., Chief Information Officer), Department Head, Controller, and General Counsel. If an employee has ever served in a key employee position, upon their separation from Southwestern, Information Technology will preserve their email account and records associated with the email

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