

# RECORDS MANAGEMENT

**POLICY NUMBER:** RESERVED FOR FUTURE USE

**POLICY TYPE:** ADMINISTRATIVE

**RESPONSIBLE OFFICIAL TITLE:** PROVOST & EXEC. VICE PRESIDENT FOR ACADEMIC AFFAIRS

**RESPONSIBLE OFFICE:** SPECIAL COLLECTIONS AND UNIVERSITY ARCHIVES

**EFFECTIVE DATE:** UPON APPROVAL – 8/1/2013

**NEXT REVIEW DATE:** APPROVAL PLUS FOUR YEARS – 8/1/2017

**SUPERSEDES:** ADMIN. REGULATION AR-II-8.0-3 –CONVERTED TO BOARD-APPROVED POLICY

## I. POLICY STATEMENT

Northern Kentucky University is committed to obeying all state laws governing the retention and/or destruction of University records. It is the responsibility of each individual employee to follow the records management regulations for the records they create and store. Department heads are responsible for training their employees in records management policy and procedures. The university's records management department is responsible for assisting in the implementation of this policy.

As defined by [KRS 171.410\(4\)](#), Northern Kentucky University is a public agency. This means that *all* records created by University employees are public records. This includes email. The retention and final disposition of these records is mandated by Kentucky statute and regulated by the State Archives and Records Commission.

Public records are defined by Kentucky statute [KRS 171.410\(1\)](#) as “all books, papers, maps, photographs, cards, tapes, disks, diskettes, recordings and other documentary materials, regardless of physical form or characteristics, which are prepared, owned, used, in the possession of or retained by a public agency.”

For more information regarding the retention, handling and final disposition of records, see the Records Management Procedures manual and the Records Retention/Data Recovery Guideline - <https://inside.nku.edu/steelyarchives/recordsmanagement.html>.

## II. ENTITIES AFFECTED

Faculty, Staff, Students, and the University Community

## III. AUTHORITY

KRS 171.410 – “Definitions for KRS 171.420 to 171.740” (effective July 15, 1986):

<https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=4819>

### REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Deleted “policy” from title and changed responsible office from IT	June 28, 2021
Updated hyperlinks & revision history	August 19, 2019
Review/Update/Conversion of AR-II-8.0-3 to Board-Approved Policy	August 1, 2013
Administrative Regulation AR-II-8.0-3	March 22, 2006