Records Retention Schedule

Policy 105.1

1 Introduction

1.1 The office of University Archives collects, preserves, and makes available for researchers Appalachian State University records of historic or administrative value, as well as special donated collections. The schedule followed is that of the University of North Carolina System.

2 Scope

2.1 This schedule applies to all departments and offices of Appalachian State University.

3 Definitions

3.1 Record

- an authentic official copy of documents

3.2 Retention

- to keep in possession or use

4 Policy and Procedure Statements

Records Retention Schedule

5 Additional References

6 Authority

7 Contact Information

8 Original Effective Date

9 Revision Dates

June 5, 2007