



Thursday, August 15, 2024

RECORDS RETENTION POLICY

PURPOSE

Miami Business Technological University (MBTU) is dedicated to maintaining organized and secure records while ensuring compliance with applicable federal and state regulations. This Records Retention Policy outlines the guidelines for the creation, retention, and disposal of university records, including student academic records, administrative documents, and other records generated as part of MBTU's operations.

SCOPE

This policy applies to all faculty, staff, and administrators at MBTU who generate, maintain, or handle university records, regardless of the format in which they are created (paper or electronic).

DOCUMENT CREATION

1. Faculty and staff are responsible for creating and maintaining university records as necessary to conduct the university's operations and fulfill its academic and administrative functions.
2. Documents should be accurate, complete, and in compliance with applicable laws and regulations.
3. Official student academic records, administrative documents, and other essential records shall be properly documented, organized, and stored in a secure manner.
4. Records should be generated and stored electronically whenever possible, to facilitate efficient document management.

DOCUMENT RETENTION

MBTU will retain records for the following periods unless a specific legal requirement dictates otherwise. This policy applies to both paper and electronic records.

STUDENT ACADEMIC RECORDS

- Transcripts, diplomas, and other academic achievements - Indefinitely.
- Admission records - 7 years after the student's last enrollment.
- Academic progress records - 7 years after the student's last enrollment.
- Financial records - 7 years after the end of the fiscal year to which they pertain.
- Financial aid records - 7 years after the end of the fiscal year in which aid was awarded.

ADMINISTRATIVE DOCUMENTS

- Personnel records - 7 years from the date of termination.
- Contracts and agreements - Duration of the agreement plus 7 years.
- Governance records - Permanent retention.

OTHER RECORDS

- Publications and promotional materials - As needed for historical and reference purposes.
- Student complaints and grievance records - 7 years from the date of resolution.
- Legal records - As specified by the university's legal counsel.

DOCUMENT DISPOSAL

1. When the retention period for a record expires, it should be destroyed securely and in a manner that preserves confidentiality.
2. Paper records containing sensitive information must be shredded or otherwise rendered unreadable.
3. Electronic records should be permanently deleted or overwritten to prevent recovery.

RECORDS RETENTION REVIEW

MBTU will periodically review and update this policy to ensure compliance with legal requirements and the evolving needs of the university.

For further information regarding this policy or its application, the inquiry should be directed to the Office of the Registrar at registrar@mbtu.us.