

Self-Assessment

RECORDS RETENTION

1. Are you retaining all records in compliance with the University Records Retention Policy?
2. Do you track and dispose of records when due?
3. Do you receive proper authorization from the Records Retention Coordinator prior to disposing of records?

Resources:

Open Records Office

<https://www.ou.edu/openrecords>

General Records Disposition Schedule for State Universities and Colleges

<https://oklahoma.gov/content/dam/ok/en/libraries/documents/archives/GRDS-UC-2021.pdf>

Notice of Intent to Destroy Records Form

https://www.ou.edu/content/openrecords/_jcr_content/sidepar/download/file.res/ARC-Form-4.pdf