

**OLD DOMINION UNIVERSITY**  
**University Policies and Procedures**

**3700 - RECORDS MANAGEMENT PROGRAM**

Statement: The University is required to maintain a Records Management Program which, in conjunction with the activities of the State Library, conform to the provisions of the State Code for the retention, archiving and disposal of university records. The following policies and procedures will govern the University's Records Management Program:

1. The Vice President for Administration and Finance will appoint a University Records Manager (URM), who will be responsible for the development, implementation and maintenance of the University's Records Management Program.
2. With the URM's guidance, the Records Management Program will be carried out at the budget unit or departmental level, as determined by each vice president.
3. The State Library's General Schedules for Retention and Disposal of Records, supplemented by directions from individual departments of state government, will serve as the guide for the University's retention and disposal of records.
4. The University Library's Archives will be responsible for long-term storage of records of the Board of Visitors', President's and Vice Presidents' offices. All other required long-term storage (archiving) will be the responsibility of the respective departments.
5. The URM will coordinate, with the State Archivist, the disposal of university records.

**Responsibility:** Vice President for Administration and Finance

**Authorization:** James V. Koch, President

**Date:** November 7, 1990; Amended August 1, 1991

**Effective Date:** August 1, 1991