



University of Dallas

Data and Records Policy

Disposal of Records

POLICY ADD

Responsible Executive:
Provost
Responsible Office:
Office of Provost
Issued: 7.1.21
Revised: n/a

1. PURPOSE

This Policy provides guidance regarding disposal of University records.

2. UNIVERSITY OF DALLAS ARCHIVES

The University of Dallas Archives is responsible for maintaining, preserving, and making available, as appropriate, the records and information entrusted to the Archives in accordance with Policy ADR – Retention of Records.

- 2.1. **Record holder.** Unless the Archives is specifically identified as the record holder for a record, the record holder of the official copy of the record remains the record holder for purposes of granting access to the record or information contained therein, as specified in Policy ADA – Access to Records

3. RECORD DESTRUCTION

When the retention period of record identified in Policy ADR - Retention of Records is met, and the record is listed as “Destroy,” it is the responsibility of the record holder(s) to dispose of the affected records.

- 3.1. Disposal of records may be accomplished by any convenient means, including recycling of paper records, deleting of electronic records, or physical destruction of records.
- 3.2. The record holder of the official copy of a record may retain the record beyond the retention period when otherwise required by University policy, by law, or in fulfillment of University business or activities.

4. RECORD DESTRUCTION - CONFIDENTIAL

When the retention period of record identified in Policy ADR - Retention of Records is met, and the record is listed as “Destroy - confidential,” it is the responsibility of the record holder(s) to destroy the affected records in accordance with this section of this Policy.

- 4.1. Disposal of records marked for confidential destruction must be accomplished in a manner that destroys or makes unreadable the confidential information (e.g., social security numbers, financial information, personally identifiable information) in the record.

- 4.2. The record holder of the official copy of a record may retain the record beyond the retention period when otherwise required by University policy, by law, or in fulfillment of University business or activities.

5. ELECTRONIC MAIL

It is the responsibility of each University official to determine whether he or she is obligated to retain electronic mail (email), as well as to dispose of email in a manner that accords with this Policy.

- 5.1. A University official who has any questions regarding how to retain or dispose of email relating to University business or activities, the University official should contact University Information Technology Services for assistance.

6. DEFINITIONS

- 6.1. **“Confidential information”** generally consists of non-public information about a person or an entity that, if disclosed, could reasonably be expected to place either the person or the entity at risk of criminal or civil liability, or damage the person or entity’s financial standing, employability, privacy or reputation. The University is bound by law or contract to protect some types of confidential information, and in other instances the University requires protection of confidential information beyond legal or contractual requirements as an additional safeguard. Confidential information includes but is not limited to:
- 6.1.1. payroll records, salary and non-public benefits information;
 - 6.1.2. Social Security numbers, driver’s license numbers, state identification card numbers, passport numbers;
 - 6.1.3. credit and debit card information, and financial account information;
 - 6.1.4. personnel records, including but not limited to information regarding an employee’s work history, credentials, salary and salary grade, benefits, length of service, performance, and discipline;
 - 6.1.5. individual criminal background check information;
 - 6.1.6. individual conflict of interest information;
 - 6.1.7. individually identifiable biometric information;
 - 6.1.8. computer system passwords and security codes;
 - 6.1.9. unpublished grant proposals and unpublished research data;
 - 6.1.10. unpublished manuscripts and correspondence;
 - 6.1.11. budgetary, departmental, or University planning information;

- 6.1.12. non-public financial, procurement, health/safety, audit, insurance and claims information;
 - 6.1.13. internal investigation information, pre-litigation, and non-public litigation and administrative agency charge, audit and inquiry information;
 - 6.1.14. student records, including but not limited to student education records within the meaning of the Family Educational Rights and Privacy Act (FERPA);
 - 6.1.15. proprietary or intellectual property in which the University asserts ownership that is created by University employees in connection with their work;
 - 6.1.16. non-public law enforcement records generated or maintained by the University of Dallas Police Department;
 - 6.1.17. all University attorney-client communications and University attorney work product;
 - 6.1.18. non-public donor and alumni information;
 - 6.1.19. patient care records including patient benefit plan enrollment, claims, billing matters, and data concerning human research subjects;
 - 6.1.20. medical records, personally identifiable medical information, and all information designated as “Protected Health Information” under the Health Insurance Portability and Accountability Act (HIPAA), or otherwise protected by law; and
 - 6.1.21. all information, materials, data and records designated confidential by a University unit, by law or by contract, including information obtained by the University from third parties under non-disclosure agreements or any other contract that designates third party information as confidential.
- 6.2. **“Record”** means any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.
- 6.3. **“University”** and **“the University”** mean the University of Dallas.
- 6.4. **“University official”** means -
- 6.4.1. A person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health center and counseling center staff);
 - 6.4.2. A person, company, or organization with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent);
 - 6.4.3. A person serving on the Board of Trustees of the University; or
 - 6.4.4. A student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

7. RESPONSIBILITIES

Responsible Party	List of Responsibilities
Office of General Counsel	1. Monitor compliance with this Policy.
Record Holder	1. Dispose of University records in accordance with this Policy.
Information Technology Services	1. Assist University departments, offices, and officials to dispose of University records in accordance with this Policy. 2. Monitor compliance with this Policy.

8. PROCEDURES

Task	Procedure
Determine if University Records should be destroyed	1. The record holder of a University record is responsible for preventing its destruction prior to the applicable retention period. 2. After the retention period has expired, the record holder shall continue to retain the record when otherwise required by University policy, by law, or as reasonable in fulfillment of University business or activities. 3. If the retention period has expired, and the record is not otherwise subject to being retained, the record should be destroyed.
Destroying University records	1. Disposal of records may be accomplished by any convenient means, including recycling of paper records, deleting of electronic records, or physical destruction of records.
Destroying confidential information	1. Disposal of records marked for confidential destruction must be accomplished in a manner that destroys or makes unreadable the confidential information (e.g., social security numbers, financial information, personally identifiable information) in the record.

9. POLICY ENFORCEMENT

Enforcement	The Office of General Counsel, Information Technology Services, or the record holder of the official copy of a record will investigate suspected violations of this Policy, and take appropriate action in accordance with University policy.
Reporting Violations	Report suspected violations of this Policy to the Office of General Counsel, Information Technology Services, or the record holder of the official copy of a record.

10. RELATED DOCUMENTS

Policy or Document	Web Address
Policy ADA - Data and Records Policy - Access to University Records	https://udallas.edu/about/university-policies/index.php

Policy ADA-S - Data and Records <https://udallas.edu/about/university-policies/index.php>
 Policy - Student Right of Access
 to Education Records

Policy ADA-A - Data and <https://udallas.edu/about/university-policies/index.php>
 Records Policy – Amendment of
 Education Records

Policy ADA-D - Data and <https://udallas.edu/about/university-policies/index.php>
 Records Policy - Disclosure of
 Education Records

Policy ADS - Data and Records <https://udallas.edu/about/university-policies/index.php>
 Policy - Security and Storage of
 University Records

Policy ADR - Data and Records <https://udallas.edu/about/university-policies/index.php>
 Policy - Retention of University
 Records

Policy ADD - Data and Records <https://udallas.edu/about/university-policies/index.php>
 Policy - Disposal of University
 Records

11. CONTACTS

Subject	Office or Position	Telephone Number	Office Email or URL
Policy Clarification	Office of General Counsel	(972) 721-5363	hlachenauer@udallas.edu
Policy Clarification	Information Technology Services	(972) 721-5227	support@udallas.edu
Storage and Transmission of University Records	Record holder	(See Policy ADR – Retention of Records)	(See Policy ADR – Retention of Records)
Web Address for this Policy		https://udallas.edu/about/university-policies/index.php	