



THE UNIVERSITY *of*  
NEW ORLEANS

## Records Retention Council

### Charge:

The Records Management Committee will be responsible for writing the agency's Records Management Manual which would enumerate all policies and procedures governing the creation, maintenance, and disposition of the agency's records. This committee would also conduct an inventory of records series within the agency, research retention requirements for each records series, and write the agency's records retention schedule. The Records Management Committee should also be responsible for periodically (annually for any operational or legislative changes and every five years to renew the records retention schedule) reviewing the retention schedule, once established, to accommodate new records series created by the agency.

### Membership:

One representative each from the President's Office, Human Resources, IT, Academic Affairs, Library, Business Affairs, Materials Management and Contracts Administration, and the Registrar's Office.