

**WCSU Foundation**  
**Board of Directors**  
**Record Retention Policy**

Purpose

The Western Connecticut State University Foundation has a responsibility to preserve the records of the foundation for future generations. The goals of this records retention policy are: 1) to identify documents that must be retained permanently or temporarily due to federal or state legal requirements or for valid administrative reasons, 2) to provide guidance and clarification on which documents have lasting archival value to the people of the state and should be preserved in the University Archives, 3) to provide for the routine and timely disposal of documents which need not be retained for legal or administrative reasons and have no historical value.

Scope

This policy applies to all records of the WCSU Foundation. For the purpose of this policy, a Foundation document or record is any paper, donor records, financial data, book, map, photograph, electronic file, original microfilm, cassette or video tape or other documentary material regardless of physical form or characteristics, made, produced, executed or received by any staff member or person in connection with the transaction of business of the WCSU Foundation.

Retention Schedule

While records of the WCSU Foundation are not considered to be state records, the Foundation board will honor the records retention scheduled outlined by the Public Records Administrator of the State of Connecticut and currently being implemented by Western Connecticut State University. The schedule is on file in the Division of Institutional Advancement and also is in the WCSU Office of Human Resources.

Disposition of records

Outdated records will be destroyed in such a manner as to render them no longer useful.