

## 153.0 VI-6.10 - POLICY ON RECORDS MANAGEMENT

(Issued by the Chancellor, January 6, 1992; Amended December 9, 2016)

1. The President of each institution shall establish a Records Management Program and shall develop and maintain a Records Management Plan consistent with the requirements of State Government Article, Sections 10-609 through 10-610, and COMAR 14.18.02.01 through 14.18.02.16.
2. The Vice President for Administration at each institution will be responsible for records management at that institution, unless the Chancellor is notified otherwise.
3. Each President shall prepare and shall submit to the Chancellor for approval a Records Retention and Disposal Schedule(s), which will be in compliance with standards set by the Chancellor consistent with COMAR 14.18.02.01 through 14.18.02.16. The Schedule must be reviewed and updated every two years and may be amended as necessary following the steps outlined in COMAR 14.18.02.01 through 14.18.02.16.
4. Each President will provide for the periodic transfer of records to the University Archives, State Archives, or State Records Center, as appropriate, or may otherwise dispose of records in accordance with the approved Records Retention and Disposal Schedule(s) and in compliance with applicable laws and USM policies. The Chancellor may require periodic Records Retention and Disposal reports in the format and according to the schedule provided by him.