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|  | Policy Main Title | Information Technology Center | Effective Date | 20/05/2021 |
| | Policy Subject | Archiving and Retention | Last Review date | 10/05/2024 |
| | Policy Number | ITC-04 | Next Review date | 10/03/2028 |
| | Responsible Entity | Director of ITC | Approved By | Vice Chancellor for Financial Administrative and Affairs |

Overview

This policy specifies the regulations by which University records are defined, captured, utilized, stored, disposed of, and properly archived when they meet the University's criteria for constituting a "University Record." This policy provides the means to define and offer counsel to university offices during the creation and use of all University Records. Further, it sets records management standards and creates Records Retention Schedules for those records. It also establishes archival criteria to maintain and assure continued access to appropriate historical records, in all formats in which they are created and retained.

Scope

This policy applies to all IT hosted/ stored (or the archival of digital or IT records requested formally by business owner) records created, received, maintained, and held, in all formats, by the staff of the University in the course of carrying out their business / academic functions.

Purpose

The intent of this Policy and its associated procedures is for ITC to ensure that all University administrative offices, with guidance from the University Archives and respective business owners take responsibility for the proper management of University Records to ensure compliance with legal / financial, health / Govt., requirements and identify and preserve valuable records for the defined time period.


Abbreviations and Definitions

UoS: University of Sharjah.

ITC: Information Technology Center.

Policy

- Regardless of format, University Records stored in IT/ Digital format have a life span.
- When University Records eventually become inactive, the University will determine the most appropriate disposition of these records in the interest of economy, efficiency, history, or administrative necessity.
- Records either will be designated University Records stored within IT, Archival Records and transferred to the custody of the University Archives.
- University Records in the custody of their originating and receiving Units Are University property and may not be disposed of except through policy and guidelines established herein. Access to University Records still in originating or receiving Units is governed by statute, regulation, or existing University policies and guidelines. Records from Units that are merged in reorganizations should be brought into the new Units carrying out those functions; records

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from those Units which are phased out should be reviewed by the Records Management Program and University Archives for appropriate action.

Procedures

General

The University of Sharjah is committed to archive its data as per regulatory requirements to support quality and to ensure the availability, integrity, and confidentiality of data.

Archival System

The University of Sharjah must build and manage an archival system, to ensure that these archives are permanently accessible by the authorized personnel of The University of Sharjah when required. Primary archival will be done. File server, ERP systems, LMS, Dental ERP and Exchange server data are few critical data sources that need to be archived.

Maintenance

The archive must be retained on an online storage system. Backup operator's/system administrators must be responsible for maintaining the online storage system.

Access to Archive(s)

For efficient and secure operation of the Data Archival System, The University of Sharjah will store the data in a secure manner by which only authorized personnel would be allowed access to it.

Security


In the process of archiving, the data there must be no loss of content. The archiving process must not tamper with the content of any data to ensure the integrity of the data.

Encryption

The University of Sharjah will encrypt the data in the Data Archival System wherever possible to ensure confidentiality of the data.

Archival of Hard Copies of Documents / Records

Hardcopies of documents and records (if available) must be archived in fireproof safes/cabinets for the period defined or as per requirement. Access to the fireproof safes/cabinets must be available to authorized personnel only. The keys to these fireproof safes/cabinets must be kept

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in the safe custody of authorized security personnel / authorized The University of Sharjah personnel only. All the accesses to the keys must be recorded.

Retention

1. The University of Sharjah shall retain the archived data for the period defined or as per requirement only. When the retention period of the data expires, with the due consent of the concerned authority, The University of Sharjah will erase or destroy the data in a manner adequate with its technology and as agreed.
2. The disposal of the data must be authorized by the concerned Head of Department

Retention Schedule

1. A retention schedule is a document listing all the titles of the records series, length of time each document or record will be retained as an active record.
2. Correspondence or memoranda that do not pertain to documents having a prescribed retention period should generally be discarded sooner. These may be divided into two general categories:
3. Those pertaining to routine matters and having no significant, lasting consequences should be discarded within two years.
4. Those pertaining to non-routine matters or having significant lasting consequences should generally be retained permanently.

Electronic Documents that include

1. Electronic Mail: Not all email needs to be retained, depending on the subject matter.
2. Employees will strive to keep all but an insignificant minority of their e-mail related to business issues.
3. Employees will take care not to send confidential/proprietary The University of Sharjah information to outside sources.
4. Records should be stored based on the retention period by functional owners as required.
5. University Identities retention will be based on IAM processes.

Reference

| Standard | Control |
|----------------|----------|
| ISO 27001:2013 | A.18.1.3 |