

## Michigan Association of Collegiate Registrars and Admissions Officers Record Retention Policy

MACRAO's record retention policy focuses both the identification of records to be maintained as well as identifying the retention period for these documents.

Overall MACRAO's goal is to:

- Ensure that records are maintained in accordance with applicable federal and state laws
- Preserve records that are critical to MACRAO's history or future needs
- Ensure that records are available when needed
- Provide for routine destruction to minimize costs and maximize efficiencies.

Government regulation, fiduciary law, corporate accounting practices, and other external influences may mandate certain records be maintained

Records are maintained by individual MACRAO' officers, but the two main repositories for records are the files maintained by the MACRAO Historian and the MACRAO website. A complete list of records maintained is listed on a separate document entitled "MACRAO RECORD RETENTION - LIST OF DOCUMENTS" and can be accessed by clicking [here](#) (insert link).

### Policy

The MACRAO executive committee will annually review what is maintained on the MACRAO website. Specifically this review will help determine what is to be kept, archived, or deleted paying special attention to which records are considered part of MACRAO's operational history.

The MACRAO historian will work with the rest of the executive committee to determine which records should continue to be maintained in his/her files or if there are documents that can be destroyed and/or archived through imaging. Committee chairs are to share with the Historian any documents pertaining to their committees that are not maintained on the MACRAO website. This would include, but not limited to, meeting minutes, surveys, correspondence, and reports.