

University Records Classification and Retention Matrix

This matrix summarizes the following information for common University records:

- Record
- Data Security Classification (i.e., Confidential, Operational Use Only, or Unclassified)
- Retention Period
- Official Records Custodian
- State Schedule Reference (page and section)
- Whether Record is considered a vital record (as defined in [University Records Management, Retention and Disposition Standard](#))

University staff is responsible for properly creating, accessing, using and disposing of University data based on the data's classification. Data security classification and retention periods are applicable to University records regardless of their medium (e.g., paper, fiche, film, electronic, audio, video, etc.). When data is in micrographic (i.e., microfilm or fiche) or electronic format, no additional paper or other hardcopy or eye-readable copy needs to be kept except where specifically required by statute. This includes scanned images of documents

University data shall be accessed for approved purposes only. Staff shall understand the data they are accessing and the level of protection required. Aggregates of data should be classified as to the most secure classification level (e.g. when data of mixed classification exist in the same database, file, report, etc., the classification of that database, file, or report should be that of the highest level of classification).

The retention periods in this matrix are in compliance with [University data and computing standards](#) and are based on the current Massachusetts State-wide Records Retention Schedule. Please note that not all record types are included in this Matrix. If you are seeking information related to a record type not included in this Matrix or if you need a more comprehensive description of a record, please check the [Massachusetts State-wide Records Retention Schedule](#). If additional information is still needed please contact your Campus Records Administrator:

Amherst Campus:

Boston Campus:

Dartmouth Campus:

Lowell Campus:

Worcester Campus:

President's Office: Catherine Sherry csherry@umassp.edu

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