



**CVM
Policies and
Procedures
Handbook**

Subject: *Records Management Procedures*

Section: *Administrative*

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To Be Reviewed Yearly by: *CVM Committee on Policies and
Procedures*

Source:

Cross Reference: *HRM 60-109*

Policy:

It is the policy of the College to retain certain pertinent technical, financial, personnel, instructional, and medical records for specified periods of time in order to ensure that the information is retrievable for administrative, legal, scientific, and fiscal purposes.

Procedure:

The filing and maintenance of records will be done according to the department/unit of the College where they reside. Although official files are maintained in a central location, it should be noted that routine correspondence, routine transactions, copies of leave forms, copies of requisitions, purchase orders and vouchers, copies of travel and reimbursement requests, copies of personnel records, and copies of any other records necessary for immediate retrieval by departments/units are filed by the department/unit for informational purposes. Some records will be maintained in an electronic or digital format, as appropriate.

Refer to MSU HRM 60-109 "Records Management and Security" for additional information.

Approved: _____

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Date