



# Policy on archival storage

**Policy Type:** Local

**Responsible Office:** Office of Development and Alumni Relations

**Initial Policy Approved:** 05/2009

**Current Revision Approved:** 12/2012

## Policy Statement and Purpose

All physical records regulations related to substantiation of charitable gifts must be maintained in accordance with the IRS.

Records can be destroyed as a normal administrative practice if it is obvious that no valuable information will be lost by doing so. This provision, however, must not be used to:

- Destroy records that document the significant operations of the university or its affiliated foundations;
- Allow the destruction of records that document the rights and obligations of the university or its affiliated foundations or donors; or
- Destroy business-related e-mail before it becomes part of the formal record. An e-mail document becomes a formal record when the message sets policy, establishes guidelines or procedures, certifies a business transaction or becomes a receipt.

Records that should not be destroyed are maintained in off-site storage for seven years, in accordance with university and Commonwealth of Virginia policy.

Electronic records and systems are backed up regularly, and off-site copies are kept to provide for disaster recovery.

Electronic files containing sensitive information should not be stored on nonuniversity devices.(See VCU Information Security Policy for complete information about storing sensitive data.)

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## Who Should Know this Policy?

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All university employees engaged in activities related to development and alumni relations are responsible for knowing this policy and familiarizing themselves with its contents and provisions.

## Definitions

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### Advancement Services

Advancement Services is managed by the associate vice president for Advancement Operations and oversees the following service functions for the Office of Development and Alumni Relations and the university: Information Technology and Online Services, Gifts & Records Management, Prospect Research and Campaign Data Analysis, and DAR Finance and Administration

Advancement Services manages application development and data integrity in Millennium and other systems, provides application training to users and ensures security for information in the DAR databases, in accordance with university IT policy. It is also responsible for gift processing; managing the development and production of reports, including fundraising analysis; data files for solicitations or project and alumni statistics; technical management of the division's Web space for both internal and external users; and management of the department's budgeting, expenditures and human resource functions.

### Advancement Services' records

Advancement Services' records include all written papers, letters, documents, photographs, tapes, microfiche, microfilm, photocopies, sound recordings, maps and other documentary materials or information in any medium regardless of physical form or characteristics, including data processing devices and computers, relating to development and alumni relations.

## Related Documents

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- [University Standards for Records Management](http://www.ts.vcu.edu/kb/1981.html) (<http://www.ts.vcu.edu/kb/1981.html>)
- [University Disaster Recovery Plan](http://www.ts.vcu.edu/kb/1993.html) (<http://www.ts.vcu.edu/kb/1993.html>)
- VCU Information Security Policy (<http://ts.vcu.edu/askit/3408.html>)
- Advancement Services Data Access and Privacy Policy

## Contacts

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The Office of Development and Alumni Relations officially interprets this policy. The Office of Development and Alumni Relations is responsible for obtaining approval for any revisions as required by the policy Creating and Maintaining Policies and Procedures through the appropriate governance structures. Please direct policy questions to the Advancement Services IT Manager or the AVP of Advancement Operations.

## Procedures

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- Records relating to the process and receipt of transactions are scanned into an electronic format.
- Development and Alumni Relations data housed on university file servers are backed up nightly.

## Forms

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This policy has no forms.

## Revision History

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This policy supersedes the following Administrative Policies approved in 5/2009:

- 9.1.2.1 Archival Storage

## FAQs

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This policy has no FAQs.