

**EXECUTIVE SUMMARY:**

## Policy 451 Retention of Electronic Files

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**Date:** April 29, 2024  
**Sponsor:** Christina Baum  
**Steward(s):** Joe Belnap  
**Policy Process:** Regular  
**Policy Action:** **Revision--Limited Scope**  
**Policy Office Editor:** Cara O’Sullivan  
**Embedded Attorney:** James Duncan

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**Issues/Concerns (including fiscal, legal, and compliance impact):**

This policy update does not require any significant changes to the purpose or intent of this policy. Revisions are intended to remove policy points covered within other policies and to make the policy more current and applicable.

**Suggested Changes:** Revisions will (1) remove redundant Privacy and Disclosure information now covered by Policy 446 and (2) refer to documented Dx Business Continuity Plan/Disaster Recovery procedures rather than have them listed within the policy.

**Requested Approval from President’s Council:** Stage 1. Approved May 23, 2024.

**Proposed Drafting Committee:** Joe Belnap, Brett McKeachnie, James Duncan, Ked Black, others TBD.

**Target Date for Stage 1 Draft to Enter Stage 2:** 8/19/2024

**Target Date for Board of Trustees Review:** 10/31/2024

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**Projected Timeline:** [Leave blank. To be filled in by the Policy Office.]

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