



UTAH VALLEY UNIVERSITY

Policies and Procedures

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POLICY 134 EXECUTIVE SUMMARY

Policy Number and Title: 134 Records Retention Schedule

Date:	September 25, 2025
Sponsor:	Val Peterson
Steward(s):	Steve Anderson, Kedric Black
Policy Process:	Regular
Policy Action:	New
Policy Office Editor:	Cara O’Sullivan
Embedded Attorney:	Nicole Ferguson

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

As drafting committees began to work on Policy 133 *GRAMA* and 451 *Retention of Electronic Files*, they realized there was a need for a separate policy to govern the development and maintenance of record retention schedules and how the records are submitted to the state archives office. This policy will outline how UVU will comply with its record retention requirements pursuant to *Utah Code Ann. § 63A-12-101, et. seq.* and the Utah Government Records Access and Management Act (“GRAMA”), *Utah Code Ann. § 63G-2-101, et. seq.*

Suggested Changes:

This new policy will outline

- the requirements for the development, review, and maintenance of record retention schedules
- the responsibilities of the Chief Administrative Officer, records manager, and records officers
- the function and membership of the university records retention schedule committee
- The process of creating and approving record designations pursuant to GRAMA.
- the process of approving record retention schedules and submitting them to the state archive office.

Requested Approval from President’s Council: Entrance to Stage 1

Proposed Drafting Committee:

Steve Anderson, Associate Vice President - University Relations;
Kedric Black, Associate Vice President - Finance/GRAMA
Nicole Ferguson, Assistant Attorney General
Cara O’Sullivan, Director – Policy Office
Brett McKeachnie, Sr Director – Enterprise Portfolio Management



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Nathan Gerber, Associate Vice President – Partner Solutions and Technology Support

Target Date for Stage 1 Draft to Enter Stage 2: [Click here to enter a date.](#)

Target Date for Board of Trustees Review: [Click here to enter a date.](#)