
RECORDS RETENTION AND DISPOSITION POLICY

Category: Compliance and Legal Matters
Responsible Office: Finance and Management, VP Office

Date Established: 2/22/2010
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POLICY SUMMARY

Retention and disposition of official records of the campuses of the State University of New York are governed by the NYS Arts and Cultural Affairs Law. Such records may not be destroyed unless in conformity with the General Retention and Disposition Schedule for New York State Government Records with respect to categories of state government records included therein; or the State University of New York Records Retention and Disposition Schedule with respect to education and other SUNY-specific records. Requests to destroy paper records after transfer from paper to digital form must be approved by the State Archives unless such dispositions are pre-approved under the SUNY Records Retention Schedule for that category.

POLICY

SUNY Buffalo State adheres to the [State University of New York Records Retention and Disposition Policy \(Policy Document #6609\)](#).

CONTACT INFORMATION

Finance and Management, VP Office
Cleveland Hall 505
1300 Elmwood Avenue
Buffalo, NY 14222

Phone: (716) 878-4311
Fax: (716) 878-4350
Website: <http://financeandmanagement.buffalostate.edu>
E-mail: vpfm@buffalostate.edu