

RECORDS RETENTION AND DISPOSITION POLICY

Division: Finance and Management
Responsible Office: Compliance and Legal

Date Established: 02/22/2010
Date Last Revised: 09/09/2026
Date Posted to Library: 04/01/2016

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 STATEMENT

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

APPLICABILITY

This policy applies to all employees.

APPENDIX/AUTHORITY

[State University of New York Records Retention and Disposition Policy \(Policy Document #6609\)](#).

CONTACT INFORMATION

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

Phone: (716) 878-4311

Website: <https://financeandmanagement.buffalostate.edu/>
E-mail: vpfm@buffalostate.edu

REVISION HISTORY

Date of change: 06/24/2026

Brief description of edit: Adapted to ADA compliant template