1.0 Policy Statement

Jackson State University will retain university research records, supporting documents, statistical records, and all other non-Federal entity records for a period of three (3) years from the date of submission of the final expenditure report in accordance with legal, federal and state requirements and other contractual agreements to ensure access to critical documents.

2.0 Purpose

This policy is designed to outline the University commitment to retaining records to comply with applicable federal and state law and the related rules of the Mississippi Department of Archives and History and the State Records Committee.

3.0 Definitions

3.1 University Research Record All records, financial reports, research applications, documentation, papers or any other materials created in the course of conducting research at the University.

4.0 Additional Information

- 4.1 All University research records are the property of the Jackson State University regardless of their physical location, even when they are in the possession of individuals, and as such, may not be permanently removed from the University, destroyed or otherwise used without proper authorization.
- 4.2 All University records are retained in accordance with all federal and state laws/regulations, terms and conditions of award and agreements and this policy. All Uon.
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5.0 Employee Adherence

Employees are required to adhere to these guidelines. Willful disregard of this policy shall be considered non-compliance and may result in a formal reprimand up to and including termination. The information stated in this policy pertains and applies to applicable employees, departments and funding sources of the University.