



(7)

records custodian or custodians for each category of record. Employees other than the records custodian may maintain records so long as the records custodian is aware of the records and able to retrieve them.

- (3) Records may be maintained in paper or electronic form, so long as they may be identified and retrieved by the custodian. Maintenance and disposal of electronic records shall be determined by the content of the records, not the medium. Digitized paper records (such as scanned documents) may be maintained in place of paper records at the discretion of the department chair or director. Electronic records must be stored on a university-maintained shared drive.



The general counsel may