

# 0130 Policies, Procedures, and Standards

*Description:* Documents the development of policies, procedures, and overall governance for an office, department, or school.

*Examples:* Records may include meeting minutes, notes, working papers, and final version documentation.

*Retention Period:*

- a. Final documentation: **Retain for 10 years after supersession, and then transfer to Archives for review.**
- b. All other records: **Retain for 10 years after supersession, and then securely destroy.**