Zayed University
University Archives
Records Retention Schedule [SAMPLE]

I. Committee Minutes

Description
Final approved minutes of the committee, organized by month and year.

Retention
Permanent

Disposition Instructions: Physical Materials
Retain original minutes in office for two years. Transfer to University Archives for appraisal and final disposition.

Disposition Instructions: Electronic Materials
Store electronic copies on network K drive for two years. Archivist will have access to relevant files on the K drive to generate archival backups as needed. Before changing or deleting electronic copies, contact the Archivist to verify existence of backups.

Confidentiality
Confidential

Language
Arabic and English