Retaining Records Longer than the Minimum Retention

No records should be retained on SUNY campuses past their retention period unless they still serve a documented LEGAL, OPERATIONAL, or HISTORIC value to the institution based on one of the following justifications:

**Discovery**:  The records are the subject of a litigation discovery request.

**FOIL/ Information Request**:  The records are the subject of a current, ongoing FOIL or information request that has not yet been resolved or closed.

**Legal Hold**:  The records are the subject of a legal hold, because a SUNY Counsel member has determined, in accordance with the [SUNY Legal Proceeding Preparation (E-Discovery) Procedure Doc. No. 6610](http://www.suny.edu/sunypp/documents.cfm?doc_id=752), that the records may have relevance in a future litigation.

**Historic**:  The records could be considered historic at some point in the future.  The SUNY schedule accounts for this history, as many high-level administration records of the campus are permanent.  However, there will be circumstances where records may not have originated from the administration, but may still be historically relevant to the SUNY institution.

**Operational Value and Need**:  Operational value and need should be used sparingly to justify retaining records longer than the minimum retention periods, and should be restricted to circumstances where it truly is a need. **The operational value must outweigh the risks that come with holding onto the records.**