

## **RECORD RETENTION AND DESTRUCTION POLICY**

### 1. Purpose:

The purpose of this Record Retention and Destruction Policy is to ensure that Dr. Joseph Mar Thoma Institute of Pharmaceutical Sciences & Research (Agency) retains its official records in accordance with the requirements of all applicable laws and to ensure that official records no longer needed by Dr. Joseph Mar Thoma Institute of Pharmaceutical Sciences & Research are discarded at the proper time. This policy provides guidelines concerning the length of time official records should be retained under ordinary business circumstances.

### 2. Covered Records:

This policy applies to all official records generated in the course of the \_\_\_\_\_ agency operations, including but not limited to:

- Typed, or printed hardcopy (i.e./ paper) documents;
- Electronic records and documents (e.g., email, web files, text files, PDF file);
- Video or digital images;
- Graphic representations;
- Electronically stored information contained on network servers and/or document management systems; and
- Recorded audio material

### 3. Administration:

#### Record Retention

- a. All records shall be maintained and stored for a period of seven years. The directors of Dr. Joseph Mar Thoma Institute of Pharmaceutical Sciences & Research will be responsible for the administration of this policy to all employees and to ensure that the policy is implemented.
- b. Make modifications to the Record Retention Schedule from time to time to ensure that this policy complies with local, state and federal laws and includes the appropriate document and record categories for Dr. Joseph Mar Thoma Institute of Pharmaceutical Sciences & Research.
- c. Monitor the compliance of Dr. Joseph Mar Thoma Institute of Pharmaceutical Sciences & Research officers and employees with this policy.
- d. Directors shall take other action as may be authorized by the Dr. Joseph Mar Thoma Institute of Pharmaceutical Sciences & Research Board of Directors.

#### Record Storage Procedures

- a. In order to facilitate administration of this policy, where practicable, Dr. Joseph Mar Thoma Institute of Pharmaceutical Sciences & Research official records

should generally be organized and stored according to general categories in a manner that best facilitates the efficient administration of the organizations operations. Record within each category should generally be organized and stored in chronological order or by time period (e.g./ by month or year).

- b. Categories of records not required to be retained on a permanent basis should be maintained by date or conspicuously dated to enable such records to be easily identified for destruction at the end of the record retention period.
  - c. Records containing confidential information should be labeled and/or stored in a manner to limit access to those employees or other individuals with authorization to view such records.
4. **Suspension of Record Disposal in Event of Litigation or Claims**  
In the event any employee of Dr. Joseph Mar Thoma Institute of Pharmaceutical Sciences & Research reasonably anticipates or becomes aware of a governmental investigation or audit concerning the Agency or the commencement of any litigation against or concerning the Agency, such employee shall inform Directors and Board of Directors and any further disposal of documents shall be suspended until such time as the Board of Directors, with the advice of the Executive Director and the Agency's legal counsel, determines otherwise. The directors shall take such steps as are necessary to promptly inform affected staff of any suspension in the disposal or destruction of documents.
5. **Confidentiality and Ownership**  
All records are the property of Dr. Joseph Mar Thoma Institute of Pharmaceutical Sciences & Research and employees are expected to hold all business records in confidence and to treat them as Dr. Joseph Mar Thoma Institute of Pharmaceutical Sciences & Research assets. Records must be safeguarded and may be disclosed to parties outside of the Agency only upon proper authorization. Any subpoena, court order or other request for documents received by employees, or questions regarding the release of the Agency's records, must be directed to the Director prior to the release of such records. Any records of the Agency in possession of an employee must be returned to the employee's supervisor or the Board of Directors upon termination of employment.

This policy is not intended to and does not constitute or create contractual terms of employment, assure specific treatment under specific conditions, and/or does not alter the at-will nature of any employment relationship with Dr. Joseph Mar Thoma Institute of Pharmaceutical Sciences & Research.

Policy Approval Date: 2011/19

Policy Effective Date: 01/12/19

Amended Dates: