STARDOM UNIVERSITY

Document and Records Management Policy

Field	Details
Policy ID	SDU-GOV-DOCUMENT_A
Version	1.0

1. Purpose

Controls the creation, review, approval, storage, access, retention, and disposal of institutional documents and records in a controlled and traceable manner.

2. Scope

Applies to paper and electronic records, including policies, regulatory correspondence, student, personnel, financial, and contract records, subject to law and privacy obligations.

3. Core Principles

- **Authenticity —** Records identify their source, owner, version, and approval status.
- **Access control —** Access is limited according to role and confidentiality.
- **Integrity —** Records are protected from loss or unauthorized alteration.
- **Retention and disposal —** Retention periods follow legal requirements and an approved schedule.
- **Confidentiality —** Sensitive information is shared only when authorized and securely.

4. Procedures and Responsibilities

Creation and version control — Approved templates are used and draft/approved status is clearly identified.

Storage and backup — Records are kept in approved systems with access and backup controls that are actually implemented.

Retention and disposal — Retention follows law; records subject to a legal hold, inquiry, audit, or dispute are not destroyed while the hold applies.

Incidents — Loss or unauthorized access is reported through incident procedures.

5. Records and Evidence

Evidence generated under this policy is retained under applicable legal requirements and the Document and Records Management Policy.

6. Review and Amendment

The policy is reviewed periodically and after material changes. It may not be published as approved until the authorized authority approves and records the version.