

Statement about retention of confidential information by UAS Divisions

Every UAS Division must:

- Keep the retention of hard copy documentation to a minimum by 1) limiting storage to information that *must* be kept (e.g. where digital records do not exist or because physical backups of key information is necessary should IT systems become inaccessible during an IT incident) and 2) keeping hard copy records only for the period required in accordance with the University's [records management guidance](#) (for many classes of record, this will be no more than 6 years);
- Keep any hard copy documentation secured in locked cabinets or locked drawers;
- Operate a clear desk policy whereby staff remove all hard copy documentation from desks at the end of the day and place it in locked cabinets or locked drawers; and return hard copy documentation into locked cabinets or locked drawers immediately after use during the working day; and
- Store digital information in accordance with the [UJS guidance on recommended storage options](#) for different types of data and information.

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