

Community Comments and Responses Regarding a Draft Administrative Policy

Policy on Records Management (proposed as 02.121.1)

This draft policy was posted for community comments from March 19 – April 2, 2026. Below are the comments submitted, together with responses that may be provided in whole or in part by the policy owner, the Administrative Policy Committee (APC), and/or policy development staff.

Comment #	Respondent's Capacity	Community Comment	Response
1	Faculty	No Concerns	Thank you for your feedback.
2	Faculty	Please communicate to faculty the consequences of this policy. For example, do records retention schedules need to be completed for each assignment and assessment tool (such as a quiz or exam) that occurs during each semester in each course at the University?	Records retention schedules are established and/or amended by the R.I. Public Records Administration (with approval from the University Records Officer, University Office of General Counsel, the President of the University, the PRA, the Auditor General, and the Attorney General). Each retention schedule corresponds to particular types or categories of records. The role of faculty would be to adhere to any retention schedules that apply. There is currently no approved retention schedule for classroom materials, though one may be forthcoming.