

ពុទ្ធិកសាគលវិទ្យាល័យព្រះសីហមុនីរាជា

Date: 01<sup>st</sup> September 2025

## Records Management and Archiving Policy

### Purpose:

To establish consistent procedures for the creation, maintenance, storage, and disposal of University records.

### Policy Statement:

PSBU ensures that all institutional records are accurate, secure, and accessible, supporting accountability, transparency, and institutional memory.

### Procedures:

- Records must be classified and stored according to the University's Records Retention Schedule.
- Digital and physical records must be protected against unauthorised access, loss, or damage.
- Disposal of records must be documented and approved by the Registrar.

### Review:

Reviewed biennially by the Registrar's Office.

Next review date: 20<sup>th</sup> August 2028