

ព្រះរាជាណាចក្រកម្ពុជាសាស្ត្រ

Date: 01st 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: 20th August 2028