

**OFFICE OF COMPLIANCE SERVICES
UVM.EDU/POLICIES**

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University Operating Procedures residing on UVM's Institutional Policy website are the most current versions available. If you are viewing a procedure anywhere else including in printed form or embedded on other websites, it may not be the most current.

In all those instances, all involved University officials and employees, whether staff or faculty, must consult with the General Counsel's Office for direction relative to the preservation of relevant records.

No employee who has been formally notified of a record preservation directive may discard, destroy, alter, or delete a record that falls within the scope of that directive. Violation of the directive may subject the individual to disciplinary action, up to and including dismissal, as well as personal liability for civil or criminal sanctions by courts or law enforcement agencies.

Questions concerning the daily operational interpretation of this UOP should be directed to the following:

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(e)0.9