

Records Management Best Practices: Internal Control Records

The following best practices were developed in consultation with the Fredonia Internal Control Office.

The Internal Control Office is the official record custodian for the list of records below related to the Fredonia Internal Control Program and Internal Control functions. Any convenience copies of these records located in other University offices should be properly secured while held and properly destroyed when they no longer serve a legal, operational, or historic value.

Records subject to these standards include the following:

- Child Protection Policy Records
- Finance and Administration Policy Creation and Amendment Records, 2017 forward
- Internal Control Audit Paperwork (including Internal Control Reviews)
- Internal Control Audit Reports
- Internal Control Policies and Directives
- Internal Control Program Subject Files
- Records Disposition Logs
- Records pertaining to Corrective Actions
- Systems Access Request Records for: Research Foundation, SUNY, OSC, Civil Service, TouchNet, Cyquest, Jaggaer, NYSTRS
- Vulnerability Assessment Files

Note: The Internal Control Office retains their records for the statutorily mandated period of time. A department may ask for a copy of a supporting document by calling Internal Control at (716) 673-4925.

