ATENEO DE MANILA UNIVERSITY
OFFICE OF THE PRESIDENT

Memo # U2526-006

17 Jun 2025

TO	The University Community
SUBJECT	University Digital Data Retention Policy Statement

After more than a year of formulation, review and consultation, we are formally issuing the University Data Retention Policy version 1.5.

The purpose of this Data Retention Policy is to set the proper behavior and disposition towards retention and deletion of digital data, thereby ensuring optimum performance of our technology and digital resources. This policy aims to ensure the availability and accessibility of digital data to effectively and efficiently achieve the University's mission of teaching, research, formation and service.

The OVPDITS shall prepare the procedures and guidelines for the smooth implementation of this Policy.

We would like to thank the committee that crafted the policy – Dr John Paul C Vergara (on digital data for academic purposes), Dr Marlene M De Leon (on digital data for compliance and official reporting), and Mrs Maria Rosario A Banzon (on digital data for internal and external communication).

We would also like to thank the group that reviewed and approved the formulation of the Policy:

Aaron R Vicencio	Jowett Cecilio F Magsaysay
Dhea S Santos	Kathy E Soriano
Eden D Rabena	Liberty P Santos
Estelle Marie M Ladrido	Michael Ali D Figueroa
Filomeno V Aguilar Jr	Nerissa G Cabacungan
Francis M Navarro	Regidor B Macaraig
Jamael A Jacob	Ryan M Bruce
Jenny C See	Vernon R Totanes
Josefina D Hofileña	

For your guidance.

(Sgd) Roberto C Yap SJ
President