

POLICY 2.23: RECORD RETENTION

The public records of the college must be maintained in conformance with state and federal law. Each department is responsible for the retention of the records it generates or receives. The appropriate officer or designee for each department is responsible to ensure the proper retention of public records: the president for institutional accreditation records, institutional archives, board policies and procedures, contracts and strategic-planning documents; the chief financial officer for financial and grant records; the chief academic officer for academic program records; the chief student development officer for student records; and the chief institutional resources officer for facility, information technology and employment records. Any unauthorized destruction, removal or impairment of the official public records of the college is prohibited and may result in punitive action against an individual.

No public record of the college will be disposed of without prior written approval of the local Records Commission. Only public records not needed for current business that don't have sufficient administrative, legal or fiscal value may be processed for disposal. The appropriate officer or designee for each department can prepare a schedule for record destruction, including destruction of non-record material, to assist with such determination.

Records containing personal or confidential information must be destroyed by shredding or otherwise permanently removing the information from electronic storage.

Prior to disposal of records, departments must consult with the appropriate officer or designee: the chief financial officer for financial and grant records, the chief academic officer for academic program records, the chief student development officer for student records, and the chief institutional resources officer for facility, information technology and employment records.

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