

RECORDS RETENTION PROCEDURE

The procedure applies to all records generated in the course of the College's operation, including both original documents and reproductions. It also applies to records stored on computer and microfilm, as well as, paper records.

General Information

Department administrators will be responsible for preparing a listing of records used and maintained by the department and shall compare it to the documents listed in the Records Retention Schedule. Annually each department administrator shall review records and forms to determine whether these records and forms are adequate and appropriate for each department's requirements, and determine any special circumstances that necessitate changes in the retention periods. Any additions, deletions, or changes in specified retention periods should be directed to the Records Administrator, Director of Human Resources.

Maintenance of College Records

Departments must maintain College records in a manner that provides (1) access for faculty and staff to carry out normal job responsibilities, and (2) reasonable protection against misuse, misplacement, loss, destruction, damage, or theft. Official records should be stored consistently within the department in a manner that provides protection against misuse, misplacement, damage, destruction, or theft. Original, confidential, and sensitive documents should be stored in a secure location. Unless authorized by the department administrator, College records must be stored on the premises at all times. Departments should document official records loaned to other departments or individuals, by describing the record, loan date, return date, borrowing department, and individual.

Disposal of Records

College records (regardless of the storage medium) may be disposed of upon reaching the minimum retention period stated in this policy, provided the department does not need the records for future administrative, legal, research/historical, or fiscal purposes.

Record Coordinators are those individuals who have primary responsibility for maintaining the data (see Records Retention Schedule). The Record Coordinator (or designee) is responsible for performing, at least annually, a review to determine the value or usefulness of departmental records. During this review, coordinator should identify and designate for disposal the records with elapsed retention periods.

The Record Coordinator is responsible for authorizing the disposal of records. When authorized, shred records containing sensitive and/or confidential information and dispose of shredded material properly by recycling or putting in trash. Do not discard documents containing sensitive or confidential information in the trash that are not shredded.

Electronic Records Storage/Disposal

Electronic record keeping is the storage and retrieval of information in digital form. The means of record keeping includes, but is not limited to the use of tapes, disks, and optical disks. Electronic records such as e-mails and data files are rotated daily, and subsequently, systematically deleted. Backup media are also used. Purge/delete processes are in place

and constrained by system functionality. Electronic databases are operated by those departments that have primary responsibility for maintaining and supporting the College's computer systems and databases. Daily backups are performed, which includes the database and its software. Upon the advisement of legal counsel, Human Resources would issue a litigation hold to those respective departments. All appropriate destruction policies would suspend until further notice was given.

Minimum Retention Periods

The following Records Retention Schedule lists the minimum record retention requirements for the following, 1) compliance with guidelines issued by the College, 2) providing maximum protection under current federal/state statutes of limitations, and 3) supporting general College business practices.