

In order to comply with various federal and state regulations, many College records must be kept for specified periods of time. This establishes the minimum period for which records must be retained. In addition, accomplishing the work of the College may in some instances require that records be retained longer than the minimum required by statute. Consistency in handling such records is important and departmental procedures should be established and followed.

Once the records have served their purpose and the regulatory requirements have been satisfied, these materials should be disposed of in an appropriate manner. Records containing personal or confidential information must be destroyed by shredding or otherwise permanently removing the information. Destruction of records in a manner inconsistent with College or departmental policy can result in a liability for the institution and possibly for the individual.

The College does not have centralized records management function; therefore, each department is responsible for the retention and disposal of the records it generates or receives.