

RECORDS RETENTION POLICY

Federal and state statutes require the College to maintain certain types of records for a specified period of time. Failure to retain those records for those minimum periods could subject the College to penalties and fines, inhibit potential evidence in a lawsuit, or seriously disadvantage the College in litigation.

The College expects employees to fully comply with the published records retention schedule. Employees also need to note the following general exception to any stated destruction schedule. The College may inform employees that various records are relevant to litigation or a claim resolution proceeding, or potential litigation or a potential claim resolution proceeding. In that event, those records must be preserved and must not be destroyed, mutilated, or changed until the College determines the records are no longer needed to be preserved in their present state. The exception, which is called a litigation hold, supersedes any previously or subsequently established destruction schedule for those records. If an employee believes that this exception may apply, or have any questions regarding the possible applicability of the exception, he/she should contact the Director of Human Resources.

Failure to comply with the Records Retention Policy and Procedure may result in disciplinary action, up to and including termination. Questions about this policy should be referred to the Director of Human Resources.