

**RECORD RETENTION POLICY**

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UA Cossatot is committed to meeting its administrative, fiscal, legal and historical obligations through the systematic and consistent management of all records, regardless of medium or format, created and/or maintained by employees of the college in the course of the academic and administrative business functions.

The effective management of the college's records will:

1. Meet legal standards for protection, storage, accessibility, and disposition;
2. Protect the privacy of students, faculty, and staff as required by law;
3. Ensure optimal and efficient usage of space and other resources;
4. Promote a culture of clarity and transparency;
5. Contribute to the documentation of the college's historical records; and
6. Support the effective governance and management of the college.

This records retention policy will ensure compliance with applicable federal and state laws and regulations and industry best practices. All records must be retained, at a minimum, for the time period and in the manner required by these applicable laws and regulations. Records should also be retained for a period of time and in a manner that will reasonably assure availability when needed by the college.

Each department shall be responsible for establishing their own Records Retention Schedule and Disposal Guidelines. This document shall guide individual departments in the decisions related to the maintenance and purging of college records. A records retention schedule contains, at a minimum, a list of categories of records and the length of time that each category of records must be retained by the department responsible for the record.

HLC Criterion: 2A.2

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**Policy History:**

July 11, 2016

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**PROCEDURE: NONE**