Kirkwood
COMMUNITY COLLEGE

Board Policy: 310 – Records Retention

Subject: Administrative Function
Series 310: Records Retention

The purpose of this policy is to ensure that necessary records and documents are adequately protected, maintained, and destroyed when required to ensure proper document accountability. This policy is intended to satisfy state and federal laws, safeguard the history of the college, protect personal or confidential information, protect the college during litigation or audit, minimize the cost of record retention, and optimize the use of space.

This records management program will:

1. Govern all non-database records that reside outside the Datatel/Warehouse college management system.
2. Identify the permanently valuable records or documents of the college that must be preserved.
3. Specify, through the records retention/disposal schedule, records to be preserved as having archival value.
4. Authorize, on a continuing basis, the disposition of specified records or documents.
5. Audit, annually, to see that retention schedules are up-to-date and followed.

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