

Pine Technical College Policy and Procedure

Policy Number: 124	Date: 2/4/2010	Revision Date:
Division/Department: Administration	Author: Alison Holland	
Subject: Records Retention and Destruction		
<p>Authorities: Minnesota Records Retention Act, Minnesota Data Practices Act, that Statute of Limitations, American Association of Collegiate Registrars & Admissions Officers (AACRAO), Family Educational Rights and Privacy Act (FERPA), Minnesota Board of Nursing, Minnesota Department of Administration, the Minnesota State Colleges and Universities System Office Record Retention Schedule, Charities Review Council, and Pine Technical College Policies 305 and 704.</p>		
<p>Purpose: The purpose of this records retention policy is to provide a plan for managing governmental records by giving continuing authority to dispose of records under Minnesota Statutes 138.17 according to the attached Pine Technical College Record Retention Schedule.</p>		
<p>Policy: The official Record Retention Schedule concerns itself only with the official record copy and the retention periods assigned reflect that. Duplicate copies need not be retained.</p> <p>The retention cited is the minimum amount of time a record must be kept. A number printed alone, e.g. 10, means ten years. The stated retention does not include the year the record originates. For example, if Record A is filed by calendar year and it has retention of 3 years, the disposal date for 1985 records is January, 1989. Statutes listed here cite specific retention periods for the records series.</p>		
<p>Procedure: All college departments will adhere to the official Record Retention Schedule in appendix A.</p>		
<p>Responsibilities: Department Managers will advise the President's Office of necessary updates to their respective portions of the Record Retention Schedule as revisions to external policies and legislative statutes and acts are passed. Managers will also be responsible to ensure employees are aware of proper data retention practices.</p> <p>Departments are responsible for accurately labeling storage boxes with the department name, contents, and appropriate destroy by date after the records are no longer needed in their office area. The Facilities department is responsible for storing and destroying these boxes.</p> <p>All local electronic records subject to this policy must be saved to the user's network directory, a shared network directory, or a network location designated by the Chief Information Officer. Mobile computer</p>		

users are responsible for ensuring that all official records are stored as described above. Email is not an acceptable means of record retention. All email considered to be an official record must be saved to the user's network directory, a shared network directory, or a network location designated by the Chief Information Officer.

Dissemination:

Normal

Reviewed by Campus Roundtable: 2/8/10
Reviewed by Faculty Shared Governance: 2/10/10
Reviewed by Managers Meeting: 2/15/10

Approved:

Date: 2/22/10