

BAY de NOC COMMUNITY COLLEGE BOARD OF TRUSTEES POLICIES

1000 GENERAL ADMINISTRATION

1071 RECORDS RETENTION AND DISPOSAL POLICY

It shall be the policy of the Bay de Noc Community College Board of Trustees to retain College records in compliance with legal requirements, audit guidelines, sound business practices, and to preserve and protect the history of the College. College records will be disposed in accordance with an established records retention and disposal schedule. Certain records are permanent records and may never be destroyed.

PROCEDURE:

- 1071.1 Each department head shall appoint an individual to serve as liaison with the Records Retention Committee. This person is called the Records Management Contact and will monitor adherence to the Records Retention and Disposal Schedules which shall include ensuring that all department employees receive training.
- 1071.2 The Records Retention Committee shall govern the retention and disposal of all college records in order to be certain that the information collected, stored, and disseminated is consistent with best practices.
- 1071.3 The office/department in which a record originates is responsible for the preservation and/or disposal of that record as indicated in the Records Retention and Disposal Schedule for Bay de Noc Community College as approved by the Department Manager, Records Retention Committee, and the State of Michigan DTMB Records Management Services. The schedule will identify the amount of time records must be kept, when certain records are sent to Archives for permanent preservation and a description of the record contents.

In accordance with Michigan law, records cannot be destroyed unless their disposal is authorized by a Retention and Disposal Schedule approved by the State of Michigan DTMB Records Management Services.

The College will comply with the [State of Michigan guidelines for storage and retention](http://www.michigan.gov/documents/hal_mhc_rms_Local_RM_Manual_116243_7.pdf) (http://www.michigan.gov/documents/hal_mhc_rms_Local_RM_Manual_116243_7.pdf).

The current penalty for willfully carrying away, mutilating, or destroying public records not in accordance with Records Retention and Disposal Schedules is

a misdemeanor punishable by imprisonment of not more than two years or by a fine of not more than \$1,000.

- 1071.4 Records Retention and Disposal Schedules will be audited every two (2) years by each department to ensure schedules are up-to-date and followed.

Updates to the schedules can be made whenever new records are created or old records are discontinued by submitting them to the Records Retention Committee.

- 1071.5 When the College has actual notice of litigation or government investigation or audit, the College shall take steps to preserve records that might be implicated by the litigation or government investigation.

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Policy Origin Date: 11/08/2017

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