



## ADMINISTRATIVE PROCEDURE

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**TITLE: Records, Retention and Destruction**

**ADMINISTRATIVE PROCEDURE # 3310**

**RELATED TO POLICY # 3310 RECORDS RETENTION AND DESTRUCTION**

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- A. The College must maintain a college-wide Records Management Program. Records subject to retention, as defined below, must be managed and retained for the specific periods of time set forth in accordance with institutional and legal requirements defined in OAR Chapter 166, Division 450, federal rules or for historical purposes.
- B. The Chief Financial Officer must establish and authorize any changes to the record retention schedule for the College Public Records that are subject to retention. The retention schedule must accompany this procedure.
- C. Records subject to retention must be retained and managed for the retention periods set forth in the College's records retention schedule and may only be disposed of according to that schedule.
- D. Records that are not College Public Records, and Records not subject to retention have no retention requirement and may be disposed of immediately. Such records containing confidential, sensitive, or otherwise protected information should be destroyed in a secure manner such as shredding.
- E. After retention period is met, the department may destroy Records subject to Retention according to the College's record retention schedule and approval of their division senior supervisor. Except as authorized by this procedure, no person may dispose of a College's public record.
- F. The College's records retention schedule must be maintained and reviewed every three years by the Chief Financial Officer.
- G. To the extent that state or federal laws prescribe retention periods for records not listed in the retention schedule or prescribe longer retention periods for records listed in the schedule, those laws are to be followed. While college departments

are responsible for maintaining a general understanding of the laws and retention requirements that apply to their areas, they are encouraged to consult with the Chief Financial Officer regarding questions about applicable legal requirements. Requests for changes in retention requirements within the schedule should be made to the College Chief Financial Officer and may be implemented only after the approval is granted.

## Definitions

“College Public Record” means any book, document paper, file, photograph, sound recording, computerized recording in machine or electronic storage, records or other materials, regardless of physical form or characteristic, made, received, filed or recorded at the College pursuant to law or in connection with the transaction of any College business or activity, whether or not confidential or restricted in use or access. These records constitute College property.

“Records Subject to Retention” means College public records identified in the College’s Retention Schedule or in a federal or state law prescribing a retention period for such records.

“Records Not Subject to Retention” means College public records that are not subject to retention. They include, but not limited to: College public records that are duplicates by reason of being photocopies or electronic copies; spam, advertising, and announcements; Superseded drafts of letter or emails, minutes, notes, reports, or articles.

## REFERENCES:

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45;  
NWCCU Standards 2.C.4 (*updated 3/19/2021*)  
ORS 192.005 to 192.170  
ORS 357.805 to 357.845  
OAR Chapter 166, Division 450

## RESPONSIBILITY:

The Chief Financial Officer is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE: 2029-2030**  
**DATE OF ADOPTION: 1/21/2020 by CC**  
**DATE(S) OF REVISION: 2/1/2023 by CC**  
**DATE(S) OF PRIOR REVIEW: 2/1/2023**