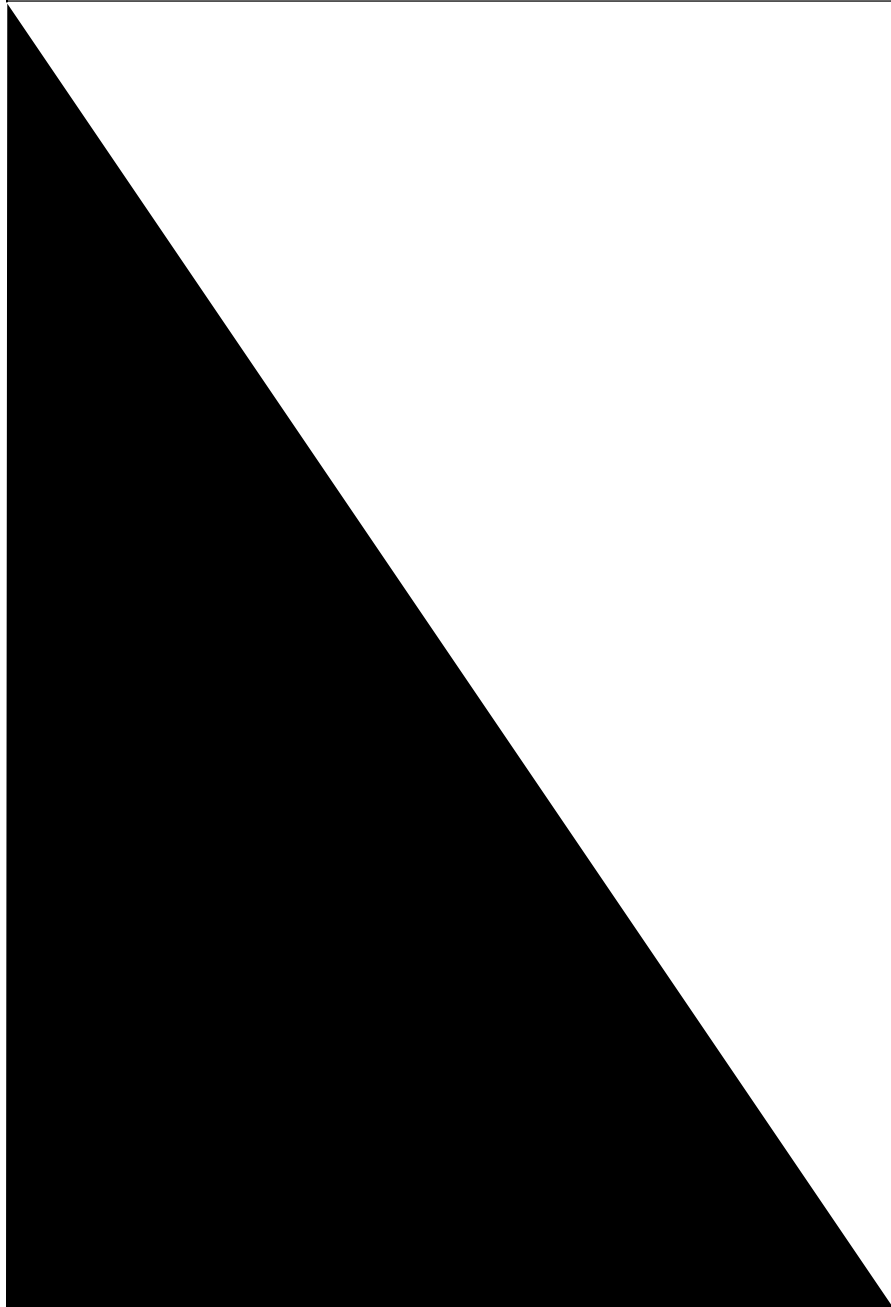


# Manual of Policy and Procedures

Title  <b>RECORDS RETENTION POLICY</b>	Number  209	Page  1 of 3
		Date  5/26/16



### **Records Storage**

VSC offices must maintain college and system records in a manner that provides reasonable (1) access for faculty and staff to carry out regular job responsibilities, and (2) protection against misuse, misplacement, loss, destruction, damage, or theft.

Offices should maintain paper records in an environment that is free of pests, flooding, fire hazards, and unusual moisture, heat, and dust. Paper records will be stored in fireproof file cabinets:

- 1) as required by law;
- 2) in the case of deeds, loan/bond documents and tax documents with original signatures; and
- 3)

regulations. The Business Affairs Council will coordinate the regular review of the Records Retention Schedule no less than every three years.

### **Records Destruction**

After a specified period of time, official records must be disposed of in a manner that is consistent with, and systematically carried out in accordance with, prescribed records and information management guidelines and procedures

VSC records (regardless of the storage medium) may be disposed of upon reaching the minimum retention period stated in the VSC Records Retention Schedule, provided the administrative team, college or system does not need the records for future administrative, legal, research/historical, or fiscal purposes as defined below:

1. Continued administrative value for current or future VSC operations.
2. Continued legal value as they contain evidence of legally enforceable rights or obligations of the VSC.
3. Continued research or historical value as they document the purpose, growth, history, services, programs, and character of the college or system.
4. Continued fiscal value as they are required for budget development, financial reporting, or audit purposes.

Additionally, there may be the need for the declaration of a litigation document hold that requires all documents related to a specified subject be retained until further notice. Administrative teams at the colleges and in the Chancellor's Office are responsible for regularly reviewing the value and usefulness of official records. During this review, the administrative teams will identify and designate for disposal the records with elapsed retention periods according to the VSC Records

**References**

VSC Policy 312: FERPA

VSC Information Sensitivity Policy (internal security policy)

VSC Computer Hardware Security Policy (internal security policy)

Signed by: \_\_\_\_\_  
Jeb Spaulding, Chancellor

\_\_\_\_\_  
Chancellor