

**TITLE:       RECORDS MANAGEMENT POLICY**

Gogebic Community College will establish general procedures for the permanent preservation of College records of enduring value and for achieving economy and efficiency in the creation, maintenance, use, and disposition of College records. The records management program will:

- A. Identify the permanently valuable records of the College or those functions and activities for which documentation must be preserved; and,
- B. Specify, through the records retention/disposal schedules, records to be preserved as having archival value; and,
- C. Authorize, on a continuing basis, the disposition of specified recurring series of records; and,
- D. Audit, annually, to see that retention schedules are up-to-date and followed.
- E. Identify records that contain information needed to establish or continue an office or department of the College in the event of a disaster; those necessary to recreate the College's legal and fiscal position; and those necessary to preserve the rights of the College, its Trustees, Faculty, Professionals, Staff, and Students. Examples of vital records are student academic records, accounting records, and Board of Trustees records; and,
- F. Recommend appropriate media for the storage of College information in order to insure the preservation of essential data.

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/disposal schedule.

- A. Each department head (President, Dean, Director, Department Chairperson) shall appoint an individual to serve as liaison with the records management program. This person is called the Records Management Contact and will monitor adherence to the records retention/disposition schedule for that department.
- B. A records committee shall be established to govern the retention and disposal of all college records in order to be certain that the information collected, stored, and disseminated is consistent with fair information practices.

Date of Adoption: 7/31/90

Revised: 2/26/92, 6/29/99, 8/28/12