



POLICY NO: 1002

Policy: RECORDS RETENTION AND DISPOSAL

Applies to (check all that apply):

Faculty X Staff X Students
Division/Department College

Topic/Issue:

To develop a system for storage and disposal of College records that will ensure efficient retrieval, retention and destruction of records.

Background to Issue/Rationale for Policy or Procedure:

The College needs to establish policies and procedures regarding records retention and disposal in order to comply with the Division of Records Management's requirements.

State/Federal Regulatory Requirements (cite if applicable):

Annotated Code of Maryland Title 10-633 and other requirements related to administration of higher education and financial aid from (cited in specific schedules):

- Code of Federal Regulations (CFR)
- Maryland Higher Education Commission (MHEC)
- Discipline/Industry specific regulations (i.e., Nursing, Athletics, Accounting and Finance, etc.)

Policy Language:

It is the policy of Baltimore City Community College to adhere to the requirements of the State of Maryland's Records Management Division, government regulatory agencies, industry oversight agencies and other applicable policies and procedures. We do this by:

- Providing adequate storage for College records,
- Establishing record retention and disposal schedules,

- Supervising the collection and destruction of College records and
- Developing procedures for the maintenance and retrieval of College records.

Approved by the Board of Trustees: January 29, 2008

Implementation Date: January 29, 2008

Originator/Division: President's Office