



Procedure 160-01 Records Retention

Sponsor: Business and Administrative Services

Purpose

The purpose of the Records Retention Procedure is to provide guidance as to the proper retention and disposition of public records of Coconino Community College.

Definitions

None

Procedure

The guidelines for records retention are provided by the Records Management Division of the Arizona State Library, Archives and Public Records (a division of the Secretary of State). The manual, *Records Retention and Disposition for Arizona Community Colleges and Districts*, can be found on the website for the Arizona State Library.

On an annual basis, each department of the College shall perform a review of records under their control and determine records to be destroyed, as prescribed by the retention schedule for their department. The timing of the departmental review should coincide with the business cycle, workload, and staffing levels of the individual departments.

The retention periods provided by the Record Management Division contain both the minimum and maximum time records may be kept. Keeping records for a time period other than their approved retention period is illegal. However, records required for ongoing or foreseeable official proceedings such as audits, lawsuits, or investigations must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept longer or shorter than the time period listed in this schedule or that any of these records may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend records retention periods.

References

None

Procedure History

10/08/1995 New

Legal Review

None