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**RECORDS RETENTION**

It is the Administrative policy/procedure of Southwestern Oregon Community College that the College shall follow OAR 166-450-0000, Division 450 *Community Colleges Rules for Records Retention*. All Southwestern employees have an important role in keeping information and records in accordance with Oregon Administrative Rules. Each employee shall take steps to protect records within their control and shall dispose of records in the appropriate manner, whether by recycling or destruction. The Oregon State Archivist grants authorization to Oregon government agencies such as Southwestern, in the form of records retention schedules, for the retention or disposition of commonly occurring public records in their custody.

The Administrative Assistant to the Vice President of Administrative Services is the College's designated custodian of records. After checking the [Community College Records Retention Schedule](#) (OAR 166-450-0000) for retention requirements, staff shall send a brief email to the Administrative Assistant in Administrative Services describing the records requested to be destroyed. For instance, staff wishing to dispose of Volunteer Agreement Forms (which have a 5 year minimum retention) could send an email stating, "Disposed of Volunteer Agreement Forms 2010-2012".

The [Community College Records Retention Schedule](#) prescribes minimum retention periods for public records created and maintained by community colleges. Retention periods apply to the official copy of all public records, regardless of medium or physical format (either hard copy or electronic files). Unless otherwise stated, a retention period shall be calculated from the date the public record was created. For assistance with records retention questions, please contact Administrative Services.

To access the Southwestern Records Retention Schedule, click this hyperlink: [Records Retention](#)

Adopted as Administrative Policy/Procedure: May 6, 2015

Reviewed/revised: August 7, 2019