

Southwestern Oregon Community College

AP 3310 Records Retention and Destruction

Southwestern Oregon Community College shall maintain a public record or accurate copy of a public record in accordance with the retention and destruction schedule set out in Oregon Administrative Rule Chapter 166, Division 450 – Community Colleges, without regard to the technology or medium used to create or communicate the record.

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.

[OAR 166-450](#) 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.

“Records” means all records, maps, books, papers, data processing output (e.g., Jenzabar Reports, Class Rosters, etc.), and documents of the College which it must retain, including but not limited to records created originally by computer and “electronically stored information” (“ESI”), as that term is defined by the Federal Rules of Civil Procedure.

Oregon law defines “Public record” is defined as “any information that:

- Is prepared, owned, used or retained by a state agency or political subdivision;
- Relates to an activity, transaction or function of a state agency or political subdivision; and
- Is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the state agency or political subdivision.”

It does not include extra copies of a document, preserved only for convenience of reference; a stock of publications; messages on voice mail or on other telephone message storage and retrieval systems; or spoken communication that is not recorded.

Administrative Services shall supervise the classification and destruction of records and work with the IT Department to oversee the maintenance of ESI. The College must preserve ESI and ESI that is relevant to actual or potential litigation pursuant to the Federal Rules of Civil Procedure. The College shall comply with the Federal Rules of Civil Procedure and produce relevant ESI in the form in which it is ordinarily maintained or readily usable. Records shall be classified as required by applicable statutes, federal and state regulations.

Administrative Services is the College’s designated custodian of records. After checking [OAR 166-450](#) for retention requirements, staff shall send a brief email to 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) must send an email stating, “Disposed of Volunteer Agreement Forms 2010-2012”.

Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.

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

References:

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45;

NWCCU Standard 2.C.4

ORS 192.005 to 192.170

ORS 357.805 to 357.845

[OAR 166-450](#)

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