

DISCUSSION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105-4800

Subject
Establishment of Policy 8045, Records Management Policy

Date
November 19, 2019

RECOMMENDATION

That the Board of Trustees approve the proposed new Records Management Policy, 8045.

IF MOVED TO ACTION, A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: Larry Barkoff
Title: General Counsel

Recommended by: Rose B. Bellanca, Ed.D.
Rose B. Bellanca, President

8045 - Records Management Policy

Policy Statement

In recognition that good records management is vital to effective and efficient college operations, Washtenaw Community College will retain college records in compliance with legal requirements, audit guidelines and sound business practices.

Definition

College records shall be defined as “recorded information prepared, owned, used, in the possession of, or retained by the College” and are found in a variety of forms, including paper and electronic formats.

Policy Guidelines

Record Retention

The College will maintain a records retention and disposal schedule in accordance with state and federal law. The college shall adopt and implement the applicable State of Michigan “General Retention Schedules” and develop College-specific schedules for records it maintains that are not included in the “General Retention Schedules”.

Litigation Holds and Freedom of Information Act Requests

No records that are the subject of litigation or a pending Freedom of Information Act (FOIA) request shall be destroyed until the legal action or FOIA related activity has ended, even if the records are otherwise scheduled for destruction pursuant to this policy.

Outcomes

The College’s Administration shall establish and maintain administrative guidelines and procedures to implement this policy and insure the security, safety, and confidentiality of records collected and stored by the College.

This policy and the administrative guidelines and procedures that implement it are intended to apply to all persons at the College.

Within the College, it should be noted that this policy will supersede current program and departmental procedures if conflicts exist.