

# North Hennepin Community College

## Policy Information

**Number: 5.32**

**Name: Records Retention Policy**

Author: Policy Committee

Effective Date: March 28, 2019

Next Review Date: Fall 2023

### Regulatory Authority:

Minnesota Statute MS Chapter 15, Section 17 – Official Records

- o <https://www.revisor.mn.gov/statutes/?id=15.17>

Minnesota Statute MS Chapter 138, Section 17 – Government Records

- o <https://www.revisor.mn.gov/statutes/?id=138.17>

Minnesota Statutes are the property of the State of Minnesota. All records of the College are subject to the College's policy for retention, disposal, access, and publication, including records produced or received by individuals in administrative and committee service capacities. College records should be maintained according to the Records Retention Schedule, which will serve as the formal institutional policy for the retention and disposition of all types of records. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of the Records Retention Schedule.

No College records shall be discarded, destroyed or transferred from the custody of the College or otherwise disposed of prior to the time period specified in the Records Retention Schedule. If it is not possible for the Records Retention Schedule to be followed, regulatory guidelines will be followed when determining whether a record not included on the Records Retention Schedule needs to be maintained or destroyed.

## Part 2. Definitions.

### Subpart A. Private Data

Data which are only accessible to the individual subject of the

### **Subpart C. Record**

All material on which information is recorded or preserved, regardless of form or characteristics, which is created or maintained by any College employee in the transaction of its business. This definition refers to all forms of recorded information or other material bearing upon the activities and functions of the College, any of its officers, and employees. These materials may include, but are not limited to correspondence, memoranda, reports, and other data, information, or documentary material, regardless of physical form or characteristics, storage media or conditions of use, made or received by an employee of the college pursuant to state law or in connection with a transaction by a college employee.

### **Part 3. Campus Review**

<b>Review Action</b>	<b>Date(s)</b>
Campus Community Review Period	02 Nov 2018 through 21 Nov 2018
AFSCME Review	December 2018
Diversity, Equity, and Inclusion Committee	10 Dec 2018
MAPE Review	December 2018
MMA Review	December 2018
Shared Governance Council Review	14 Dec 2018
Student Senate Review	6 Dec 2018
President Approval	28 Mar 2019
Campus Community Dissemination	April 2019

### **History**

New policy effective 8/26/2013

Reviewed Fall 2018