

NORTHEAST COMMUNITY COLLEGE POLICY MANUAL

SECTION 2 – GENERAL INSTITUTIONAL SUBSECTION 20 – GENERAL

POLICY NUMBER: BP – 3070

RECORDS MANAGEMENT

1. POLICY REASON/PURPOSE/INTENT

To provide for systematic, consistent, and documented retention and destruction of College records.

2. DEFINITIONS

N/A

3. POLICY

3.1 Northeast Community College creates and maintains records as part of its operations. As a political subdivision of the State of Nebraska, the College follows State law concerning records management practices. In particular, the College follows the State of Nebraska Local Agencies Schedule 24 retention and disposition schedule in accordance with the State of Nebraska Statute Chapter 84 Section 1212.01, R.R.S. 1943. As a member of the Nebraska Community College Association (NCCA), the College also follows the retention and disposition schedule included in the NCCA Schedule 155. Operations regarding records management practices shall be administered in accordance with college procedures.

3.2 All College employees are expected to know of and observe this policy as pertinent to their job responsibilities.

4. APPLICABILITY

N/A

EFFECTIVE DATE: 05/14/2015

ORIGINAL ADOPTION DATE: 05/14/2015

REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER):

PRIOR POLICY/PROCEDURE NUMBER: N/A

SCHEDULE FOR REVIEW: 2020

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Administrative Services

SPONSORING DIVISION/DEPARTMENT: Administrative Services

RESCINDED DATE: none

LEGAL REFERENCE: Nebr. Rev Stat. 84-1212.01

CROSS REFERENCE: none

PROCEDURE(S) FOR POLICY: AP-3070.0

RELATED POLICIES/REFERENCES: none

POLICY KEY WORDS: Records, retention, disposition