

BP 6-9: General Records Retention Schedule

BOARD POLICY BP 6-9

APPROVED: May 22, 2017

EFFECTIVE: May 22, 2017

REFERENCES: MUS General Records Retention Schedule

The General Records Retention Schedule of Dawson Community College governs the management of college records and establishes a uniform set of schedules for the retention and disposition of records (including electronic records and electronic mail) created or maintained in the course of college business that document functions, policies and procedures, decisions and other activities.

SCOPE This policy applies to Dawson Community College.

PROCEDURES The College President shall promulgate such procedures as may be needed to implement this policy.