

BP 6-9: General Records Retention Schedule

DCC BOARD POLICY 6-9

APPROVED: September 23, 2024

EFFECTIVE: September 23, 2024

REVIEWED: August 9, 2024

NEXT REVIEW DATE: September 2027

REFERENCES: MUS General Records Retention Schedule

RESPONSIBLE DEPARTMENT: President's Office

The General Records Retention Schedule of Dawson Community College governs the management of all college records and establishes a uniform set of schedules for the retention and disposition of records. This includes physical and electronic records and mail created or maintained in the course of college business that documents 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.

History: 5/22/2017; 4/14/2020; 9/23/2024