



## BOARD POLICY

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**TITLE: RECORDS, RETENTION AND DESTRUCTION**

**BOARD POLICY # 3310** *(was 600.04)*

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All College records, including electronically stored information, shall be retained and destroyed in compliance with the Federal Rules of Civil Procedure and Oregon law. Such records shall include but not be limited to student records, employment records and financial records.

**References:**

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45;  
NWCCU Standards 2.C.4 *(updated 3/19/2021)*  
ORS 192.005 – ORS 192.170  
OAR 166-450-0000 – OAR 166-450-0125

**RESPONSIBILITY:**

The Chief Financial Officer is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 3/11/2020**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**