

Administrative Policy



<i>Item</i>	<i>Details</i>
Policy Title:	Records Retention Policy
Policy Category:	Ethics, Legal & Compliance Policies
Related Procedure(s)/ Guideline(s):	
Policy Owner:	President
Date Approved:	11/9/15
Review Dates:	2/5/26
Revision Dates:	
Policy Scope:	Employees, Students and Public
Policy Statement:	<p>Retention periods for College records are in compliance with state and federal legal requirements. The College will review the retention periods every two (2) years.</p> <p>The records retention schedule currently follows the State of Wisconsin Government Agencies General Records Schedule. Links to the specific records schedules are below. As Records Retention / Disposition Authorization (RDA) approval is granted outside of the General Records Schedule for Administrative Records, the College records will follow the RDAs.</p> <p>Administrative Records</p> <p>Budget Records</p> <p>Facilities Records</p> <p>Fiscal & Accounting Records</p> <p>Fleet & Aircraft Management Records</p> <p>Human Resources Records</p> <p>Information Technology Records</p> <p>Payroll Records</p> <p>Purchasing & Procurement Records</p> <p>Risk Management Records</p>

	<p>Outside of the General Records Schedules listed above, the College will retain all documentation of formal grievances and complaints for a minimum of seven (7) years.</p>
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