



POLICY NUMBER: SLCC-FM-401  
**POLICY AND PROCEDURES MEMORANDUM**

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<p><b>Title:</b> SLCC Policy on Low Enrolled Courses <b>Effective Date:</b> 4/16/12 <b>Date of Last Revision:</b> <b>Cancellation:</b> <b>Office:</b></p>
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## **Records Retention Policy**

### **PURPOSE**

The purpose of this document is to establish a policy on records retention that encompasses both electronic and hardcopy formats. This policy contains instructions on electronic document management, data retention and date deletion, and a process for instituting a litigation hold. The provisions as outlined below will allow the college to maximize the use of space, equipment and supplies needed for the purpose of maintaining, storing and servicing records.

These policies and procedures are necessary to comply with all applicable Federal and State laws, including the federal Rules of Civil Procedures and Louisiana Code of Civil Procedure Articles regarding discovery of electronic information and documents.

### **SCOPE**

This policy shall apply to all records maintained by South Louisiana Community College, including but not limited to education records, business department records, human resource records, and facilities records of the college.

### **POLICY**

It is the policy of SLCC to maintain accurate records for the requisite period of time or longer if circumstances require. Such maintenance will be in a manner that facilitates easy retrieval.

The Chancellor will appoint **Record Officers** for each campus and each division as the custodian of records who will ensure that all records are properly maintained in accordance with Federal and State laws and regulations and college policy.

The Record Officers will maintain the records retention schedule in accordance with federal and state laws. All records are the property of SLCC and no faculty or staff member has any personal

or property right to such records regardless of his or her position of the fact that he or she may have developed or compiled them. The unauthorized destruction, removal, or use of SLCC records is prohibited. The falsification or inappropriate alteration of any record likewise is prohibited.

## **RECORDS RETENTION SCHEDULE**

The SLCC Records Retention Schedule has been prepared as a guide to determine the proper method and time of records disposition. The schedule contains a list of records common to the institution and specifies the minimum period of time each record series should be maintained.

### ***Electronic Records:***

In order to improve access and disaster recover, many SLCC records are maintained and/or transferred to electronic format. During the transition to electronic records, many paper SLCC records are being eliminated when the information has been placed on the data processing media. Data in electronic form should be retained for the same length of time specified in the schedule as for paper records.

## **DISPOSAL OF RECORDS**

R.S. 44:411 (A) (2) stipulated that SLCC must provide the Division of Archives of the Office of the Secretary of State with a list of records that have satisfied their legal retention requirements and can thus be discarded.

### **Procedure**

- If the Records Officers determine that records are past their retention period, they must request approval from the State Archives for permission to destroy the records in accordance with The Louisiana State Archives Records Management Handbook (<http://www.sos.louisiana.gov/Portals/0/archives/pdf/rm-handbook.pdf>).
- Once approval for disposal from the state Archives has been granted, SLCC will dispose of records in a manner according to the level of confidentiality the record requires.

#### **Paper Records**

> If a records series contains **no information considered confidential in nature**, any acceptable disposal method can be used including landfill, recycling, shredding, incineration, and pulverization.

> If a records series contains **information considered confidential in nature**, any disposal method can be used except landfill and recycling.

#### **Electronic Records**

Records that contain confidential information must be disposed of in accordance with PM-36.

## **LITIGATION/AUDIT HOLD ON RECORDS**

When there is actual or the potential for litigation to arise out of an event (termination of employees, sexual harassment, discrimination, etc.) at the College or pursuant to an audit

request, a disposal and destruction hold will be placed on any records that arise out of the same transaction or occurrence which is the subject of the litigation or audit.

Procedure

- Once the Records Officer becomes aware that actual or potential litigation or audit may occur due to an incident within the department, the Records Officer should notify the Department Head.
- The Department Head will confer with the Chancellor to determine what records need to be flagged and designated on hold for litigation or audit.
- The Chancellor will notify, in writing, the appropriate department on holds to be placed on designated electronic records in order to prevent the destruction of those documents relevant to the subject of the litigation or auditing the routine operations.
- Once the litigation or audit matter is resolved, the Chancellor will notify the Record Officer(s), in writing, to release the hold on the relevant records.

*Reference:*

*Policy Reference:*



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