



Policy: Records Retention and Disposal

Policy (check one): New _____ Revised X

Applies to (check all that apply):

Faculty X Staff X Students _____

Division/Department _____ College _____

Purpose:

The purpose of this policy is to develop a system for storage and disposal of College records that will ensure efficient retrieval, retention and destruction of records and compliance with the Annotated Code of Maryland Title 10-633 and other requirements related to administration of higher education and financial aid from (cited in specific schedules):

- Code of Federal Regulations (CFR)
- Maryland Higher Education Commission (MHEC)
- Discipline/Industry specific regulations (i.e., Nursing, Athletics, Accounting and Finance, etc.).

Policy Statement:

It is the policy of Baltimore City Community College to adhere to the requirements of the State of Maryland’s Records Management Division, government regulatory agencies, industry oversight agencies and other applicable policies and procedures. We do this by:

- Providing adequate storage for College records,
- Establishing record retention and disposal schedules,
- Supervising the collection and destruction of College records and
- Developing procedures for the maintenance and retrieval of College records.

Originator/Division: Office of Internal Audits

Implementation Date: January 29, 2008; April 17, 2024

Approved by the Board of Trustees: January 29, 2008; April 17, 2024

****This policy once approved by the Board of Trustees supersedes all other policies.***