



308 POLICY - Records Retention and Disposition

308.1 Statement of Policy

The rules and regulations of the Oklahoma Archives and Records Commission govern the retention and disposition of Redlands Community College records. Records relating to grants, contracts, and other agreements with the federal government may be subject to additional rules and regulations on retention and disposition. The College policy is to comply with the records disposition schedules promulgated by the Oklahoma Archives and Records Commission and to comply with all federal regulations applicable to retention and disposition of College records. Guidelines for records retention and disposition are published in the Procedures section of the Policies and Procedures Manual.

Adopted February 2002
Revised December 2010



308 PROCEDURE - Records Retention and Disposition

308.1:1 Retention Periods and Disposition Schedules

The periods of time that various College records are to be retained and the procedures to be followed in the destruction of records are established in disposition schedules published by the Oklahoma Archives and Records Commission and by various federal regulations. Inquiries regarding retention periods and destruction procedures should be directed to that College office which maintains the particular records in question.

Adopted February 2002