

TITLE: RECORD RETENTION AND DISPOSITION**PROCEDURES FOR POLICY: 4-38****REVISED DATE: 05/25/2023**

- I. Purpose:

To provide policy and procedures to govern the retention and disposition of college records as well as increase college-wide awareness and effectiveness of record retention and disposition, to create uniformity in these practices, and to ensure compliance with all applicable state regulations. *The procedures for implementation of this policy are provided below.*
- II. Procedure and/or Process Definitions: N/A
- III. Procedures:
 - A. Individual departments are required to maintain official records in their offices according to LVA records retention requirements. For departments with limited space, the college's warehouse currently stores official records, which are retained according to LVA records retention requirements.
 - B. Prior to destroying any official records in individual departments:
 1. Once the proper destruction date is reached, the department head or designee will be responsible for completing and submitting a Certificate of Records Destruction ([RM-3](#)) to the college's records retention officer for approval of destruction. Once approved, the department head or designee will properly dispose of said records and affirm the records destruction on the [RM-3](#). The completed electronic form will be retained on the web.
 - C. Prior to sending and storing any such records in the warehouse:
 1. All files must be purged of any paper clips, clamps, binders, and report covers prior to being packed in storage boxes.
 2. Each storage box must be properly labeled with name of department, description of contents, date range of contents, destruction date, and destruction method.
 3. Once boxed and properly labeled, each individual department will notify the warehouse supervisor as to the number of boxes to be stored and inquire as to availability of space. Arrangements will be made to transport and store the boxes at the warehouse location.
 4. Once the proper destruction date is reached, the warehouse supervisor will contact the responsible department. The department head or designee will be responsible for

TITLE: RECORD RETENTION AND DISPOSITION

PROCEDURES FOR POLICY: 4-38

REVISED DATE: 05/25/2023

completing and submitting a Certificate of Records Destruction ([RM-3](#)) for each box to the college's records retention officer for approval of destruction. Once approved, the warehouse supervisor will coordinate the proper disposition of said records and notify the form creator once the records have been destroyed so that the individual can affirm the records destruction. The completed electronic form will be retained on the web.

IV. Other Information:

Library of Virginia, Certificate of Records Destruction, Form [RM-3](#)