

Title: Records Retention	Number: 3.13	Page 1 of 1
	Related Procedure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Citation (if Applicable)	Board Approval/Revision: June 26, 2019	

Colorado Mountain College shall maintain all of its college records, in all forms, for a minimum retention period. A minimum retention period is the shortest amount of time that a College record must be maintained before it is destroyed. Colorado Mountain College shall destroy all College records when the minimum retention period has been met unless they are needed to meet specific legal requirements or are designated for permanent (archival) retention.

College records mean any records relating to current (non-archived) College operations that are created, prepared, owned, used, or maintained by an operating unit or an employee of the College.

The College President will establish appropriate records retention procedures for the College including a comprehensive Records retention schedule that shall be periodically reviewed and updated for accuracy.