

RECORD RETENTION

2.20080BP
BOARD POLICY

PURPOSE	Record retention guidelines help an institution: (1) to adequately protect and maintain necessary records and information; and (2) to properly discard records and information that are no longer needed or are of no value. Missouri Revised Statute Chapter 109, Sections 109.200 <i>et seq.</i> known as “The State and Local Records Law,” forms the basis for the management of all public records in the State of Missouri. As authorized by Chapter 109, the Local Records Board establishes guidelines for records retention, preservation, maintenance, and destruction. Section 255 authorizes the Local Records Board to establish minimum retention periods for the administrative, fiscal, and legal records created by local governments, including community colleges located in the State of Missouri.
APPLICABILITY	All MCC employees and each department within MCC is in charge of complying with applicable records retention schedules approved by the Local Records Board and available on the Missouri Secretary of State’s website.
OVERSIGHT	The District’s Legal Department, in collaboration with the District’s Information Technology Department, shall oversee the record retention program for the District.
POLICY MODIFICATION	This policy may be modified or revoked at any time at the sole discretion of MCC’s Board of Trustees.
REFERENCE	2.20080DP Record Retention District Procedure