

Southwestern Oregon Community College

BP 3310 Records Retention and Destruction

NOTE: *Although this policy is **recommended as good practice**, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture.*

PURPOSE:

Southwestern Oregon Community College shall maintain a public record or accurate copy of a public record in accordance with the retention and destruction schedule set out in Oregon Administrative Rule Chapter 166, Division 450 – Community Colleges, without regard to the technology or medium used to create or communicate the record.

STATEMENT:

The President or designee shall establish administrative procedures to assure the retention and destruction of all College records—including electronically stored information as defined by the Federal Rules of Civil Procedure and Oregon law. Such records shall include, but not be limited to student records, employment records, and financial records.

“Records” means all records, maps, books, papers, data processing output (e.g., Jenzabar Reports, Class Rosters, etc.), and documents of the College which it must retain, including but not limited to records created originally by computer and “electronically stored information” (“ESI”), as that term is defined by the Federal Rules of Civil Procedure.

Oregon law defines “Public record” is defined as “any information that:

- Is prepared, owned, used or retained by a state agency or political subdivision;
- Relates to an activity, transaction or function of a state agency or political subdivision; and
- Is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the state agency or political subdivision.”

To access the Southwestern Records Retention Schedule, click this hyperlink: [Records Retention](#)

Adopted: 10/25/2021

NWCCU Standard Revised 5/20

References:

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45;
NWCCU Standards 2.C.4
ORS 192.005 – ORS 192.170
OAR 166-450-0000 – OAR 166-450-0125