

## **Policy Title: Retention of Records**

**Impact:** Employees, Staff, Faculty, Students

**Responsibility:** Office of Community Relations

**Effective Date:** 12/15/1999

**Last Update:** 09/24/2014

**Relates to Procedure:** 2.01.06

**Legal Citation(s):** None

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### **Policy Narrative**

- A. Internal operational notes, memorandums, and correspondence having only momentary significance need not be kept beyond one year.
- B. External and internal correspondence concerning long range subjects or projects, agreements and contracts, etc. should be kept for a least five years, and longer if the subject of the correspondence indicates that such a period is desirable.
- C. Minutes of the meetings of the board of trustees, college senate, and faculty assembly are to be sent on a regular basis to the college library.
- D. Documents of probable historical value to a unit should be kept in appropriate permanent files.
- E. Documents of probable historical value to North Idaho College should be transferred to the college library.
- F. Digital storage of documents should be carefully considered and utilized when/where appropriate.