Area: President

Policy Name: Record Systems

Policy Statement: This policy defines expectations for the retention and destruction of college documents. The policy is designed to ensure compliance with Federal/State laws, regulations and accrediting requirements, as well as administrative and Board policies. The policy also is intended to eliminate accidental or innocent destruction of records, as well as to facilitate College operations by promoting efficiency and reducing unnecessary storage of documents.

Procedures: The college will establish and maintain a system of records maintenance, availability, and retention in accordance with the Kansas Open Records Act and as otherwise required by law. Individual departments are responsible for maintaining a system of records retention and disposal.

Records shall include, but not be limited to, the following: financial, employee, personnel, property (both real and personal) owned by the College. All records, except those deemed confidential by the Kansas Open Records Act, shall be open to inspection by the general public during regular office hours.

Advance payment of the expense of copying open records shall be borne by the individual requesting the copy at the maximum amount allowable by law, minimally a cost of $1.50 per page. Under no circumstances shall the open record documents be allowed to be removed from their usual building location without approval.

Contact: President

Related Form(s):

Adopted: September 22, 2014

Updated: