
AP 3310 Records Retention and Destruction

“Records” means all records, maps, books, papers, data processing output, 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.

The Systems Optimization and Integration Manager shall supervise the classification and destruction of records and ESI. The college must preserve ESI and ESI that is relevant to actual or potential litigation pursuant to the Federal Rules of Civil Procedure. The college shall comply with the Federal Rules of Civil Procedure and produce relevant ESI in the form in which it is ordinarily maintained or readily usable. An annual report shall be made to the College President regarding the classification and destruction of records and ESI.

Records shall be classified as required by applicable statutes, federal and state regulations.

The college shall maintain a public record or accurate copy of a public record in accordance with the retention schedule set out in Oregon Administrative Rule Chapter 166, Division 450, without regard to the technology or medium used to create or communicate the record.

Also see BP/AP 3300 Public Records, BP 3310 Records Retention and Destruction, and BP/AP 5040 Education Records, Directory Information and Privacy.

Defining Record Retention

1. Identify items to be archived
2. Use the Archiving Guidelines (from the Oregon Administrative Rules) to determine the classification and retention time required by the Secretary of State for each item
3. In the event an item matches multiple retention periods the longest period shall be used
4. Organize identified items in groups based on the Oregon Administrative Rules (OAR) data
5. Define a Content Type (a name for the item classification/retention choices) for each group
6. Work with Information Services (IS) to update the submission form as needed to incorporate new Content Type

Archiving Physical Records

1. Fill out the submission form for each item (forms will be used to digitally index physical items as well as generate reports for retention purposes)
 - a. Submitted by
 - b. Department
 - c. Content Type
 - d. Comments – any other pertinent data (used for retrieval searches – for example, ID number of student or employee to which the item refers)
2. Items will be filed and retained by Content Type

Accessing Archived Physical Records

1. Send a request archive@klamathcc.edu
 - a. Required information - item or items to which access is needed
 - b. General information about whether the requesting party plans to just review items or keep them for an extended period is helpful but not required.
2. Items will be retrieved from Archive Room by authorized staff
3. Appointment will be set up for the delivery of items.
4. Items taken possession of will be checked-out to the requesting party
 - a. Please be aware that the requesting party are responsible for the safekeeping of all items that are checked out to the requesting party
5. When the requesting party have finished with the items, return them to authorized staff (a list will be provided at check-out)
6. Authorized staff will check in the items and return them to the Archive Room.

Digital Archiving Physical Records

1. Use a commercially available document scanner to transform records and its associated software (if the media is non-paper, the appropriate device for record digitization)
2. Transfer the now digital record into the current commercially available archiving system's staging area
3. Enter the metadata defined by the record's content type for retrieval, retention, and destruction
4. Submit the record to the archiving system to activate the retention schedule
5. If the physical version of the record does not have any special stipulations or legal importance to keep the physical form it may be destroyed through the appropriate destruction method(s) currently in use by the college

Digital Archiving Born Digital Records

1. Confirm the born-digital record is in a valid format for the current commercially available digital archiving system
2. Transfer the digital record into the digital archiving system's staging area
3. Enter the metadata defined by the record's content type for retrieval, retention, and destruction
4. Submit the record to the archiving system to activate the retention schedule

Archiving Email

A commercially available email archiving software will be used to retain required records as per their defined retention period

Archiving Social Media

A commercially available software will be used to scrape and archive the college's social media accounts in accordance with the Oregon Administrative Rules.

Accessing Digital Archive Records

A user's access to a digital archive will be defined by the associated department from which the records were originally archived

Record Destruction

1. Records that have met their legally required retention periods per the Oregon Administrative Rules and authorized by the department may be destroyed by the currently approved destruction methods so long as they are not currently part of any ongoing audit, litigation, or administrative action
2. A commercial or college-built destruction system will be used for the safe and proper destruction of records in accordance with the Oregon Administrative Rules
3. Non-record items that do not constitute an official copy may be destroyed without reference to the college's current retention schedule (confidential materials must still be destroyed properly to protect personally identifiable information)



Adopted: 6/6/2023

Revised:

References:

- BP/AP 3300 Public Records
- BP 3310 Records Retention and Destruction
- BP/AP 5040 Education Records, Directory Information and Privacy.
- Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45;
- NWCCU Standard 2.C.4;
- ORS 192.005 to 192.170;
- ORS 357.805 to 357.845;
- OAR Chapter 166, Division 450