

**ROGUE COMMUNITY COLLEGE
GENERAL INFORMATION AND
ADMINISTRATIVE PROCEDURES**

Information: **RECORDS MANAGEMENT (AP-035)**
Contact: Director of Enrollment Services, Ext. 7176

All Rogue Community College employees have an important role in keeping the information and documents we receive from students, customers, and employees safe and protected. Each employee shall take steps to protect documents within their control and shall dispose of documents in the appropriate manner, whether by recycling or destruction, and in accordance with college record retention requirements. You may obtain a copy of the *Document Management Policy and Procedure*, from the director (above).

The Oregon State Archivist grants authorization to Oregon government agencies, in the form of records retention schedules, for the retention or disposition of public records in their custody. General Records Retention Schedules published as Oregon Administrative Rule 166-450-0000 provide state and local agencies with the lawful authority to destroy or otherwise dispose of commonly occurring public records. Rogue Community College sets minimum document retention limits within all applicable laws and best practices, which meets or exceeds the Oregon State Archivist guidelines for community college documents.

Subpoenas - For legal purposes, subpoenas for production of documents/records should be served on the Director of Enrollment Services (above). The director is the College's designated custodian of records. If the subpoena requests documents or other information not related to student records, the director of Enrollment Services will handle the request accordingly.

Approved: 08/29/02
Revised: 11/19/04
Revised: 01/07/09

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