



AP 3310 Records Retention and Destruction

References:

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45;
NWCCU 2020 Standards 2.D.7
OAR 166-05-000 to 166-450-0125
OAR 589-004-0100
ORS 192.005 to 192.345
ORS 357.805 to 357.845

Rogue Community College is a public institution and its records are governed by federal and state records laws. The following procedures shall be followed for the classification, retention and destruction of records.

“Records” means all records, maps, books, papers, data processing output, and documents of Rogue Community 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.

Rogue Community 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.

Oregon law defines “public record” 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.”

It does not include extra copies of a document, preserved only for convenience of reference; a stock of publications; messages on voice mail or on other telephone message storage and retrieval systems; or spoken communication that is not recorded. The Operations and Finance, People, Culture and Safety, Student Learning and Success, and Governance/Foundation divisions shall work collaboratively to supervise the classification and destruction of records and ESI. Rogue Community College must preserve ESI and ESI that is relevant to actual or potential litigation pursuant to the Federal Rules of Civil Procedure. Rogue Community 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.

Rescinds Procedure Number: AP-035

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Titles and/or Department names updated February 27, 2025