

RECORD SECURITY, RETENTION AND DISPOSAL

ARTICLE NUMBER: 216

LAST APPROVED: December 5, 2011, December 4, 2017

REFERENCE: OAR 166-450-000

RELATED TO ADMINISTRATIVE RULE NUMBER: AR B016

OVERVIEW

All Tillamook Bay Community College employees have an important role in keeping the information and records we receive from students, customers, and employees safe and protected. Each employee shall take steps to protect records within their control and shall dispose of records in the appropriate manner, whether by recycling or destruction, and in accordance with college record retention requirements. 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. Refer to AR B016, which sets minimum record retention limits within all applicable laws and best practices, which meet or exceed the Oregon State Archivist guidelines for community college records.