

Policy 9.04

Electronic Records Retention Policy

Maintenance and disposal of electronic records, as determined by the content, is the responsibility of the legal custodian and must be in accordance with guidelines established by the Department of Cultural Resources (G.S. §121-5) and also in compliance with State and Community College approved records retention and disposition schedules. Failure to properly maintain electronic records may expose the College and individuals to legal risks.

References

Legal References: *NC G.S. §121-5*

SACSCOC References: *Enter SACSCOC references here*

Cross References: **Electronic Records Retention Procedure**

History

Senior Staff Review/Approval Dates: *11/14/2016*

Board of Trustees Review/Approval Dates: *2/7/17*

Implementation Dates: *Enter date(s) here*