

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 4.010

Title: Records Retention and Disposal Policy

Authority: Board Action	Original Adoption:4/09/03
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I. Introduction and Background

Each state agency is required to develop procedures to ensure that state and federal records retention and disposal guidelines are adhered to in the conduct of their daily operations. To ensure that each LCTCS institution makes provisions for the economical and efficient management of records, this policy is effectuated to maximize the use of space, equipment and supplies needed for the purpose of maintaining, storing and servicing records.

II. Purpose

To state the policy of the Louisiana Community and Technical College System regarding establishing standards for the selective retention of records of continuing value for administrative, legal, or fiscal purposes after it has been created or received.

III. Policy

The Chancellor of each college of the Louisiana Community and Technical College System shall establish a formal records retention and disposal procedure in accordance with Louisiana Revised Statues 44:404–425 et. al.

IV. Reporting

Each Chancellor is required to periodically submit to the LCTCS central office a list of records in its custody that are not required for the transaction of current business and that lack sufficient administrative, legal or fiscal value to warrant further retention, which will be forwarded to the state’s archivist for consideration of appropriate disposal.

V. Liaison

To ensure that the requirements of the applicable statues and guidelines are adhered to, each Chancellor should designate a records officer to provide the necessary notifications that must be submitted to the LCTCS central office and to act as the point of contact for records disposal notification.

VI. Reference

Louisiana Revised Statues 44:404-425 et al. The Louisiana State Archives website at www.sec.state.la.us/archives/records/recmgt-index.htm provides specific guidance on developing a records retention schedule.