

Policy Number: 02.020

Policy Title: Record Retention

Policy Type: Employee Handbook

Governing Body: Senior Leadership Team

Date of Current Revision or Creation: September 2014

Record Retention

The College acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the College and its employees and possible disciplinary action against responsible individuals (up to and including termination of employment). Each employee has an obligation to contact the Chief Financial Officer or his/her designee to inform them of a potential or actual litigation, external audit, investigation or similar proceeding involving the College that may have an impact on record retention protocols.