

**Mohave Community College will maintain and manage its records in accordance with applicable state and federal laws and regulations.**

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For purposes of this document, the term “record” is defined as any and all documentary material, regardless of format or characteristics, made or received in connection with the transaction of public business.

1. It is the responsibility of each department of the College, and its constituent members, to review and determine, on no less than an annual basis, which of its records need to be retained. Records may need to be retained on either a temporary or permanent basis. This review shall be done in consultation with the Arizona State Record Retention schedule for Higher Education, applicable state and federal regulations, with the guidance of the College’s record officer as needed.
2. Unless there is a compelling reason to retain records, they should be destroyed after the period specified by the schedule. When a record retained in accordance with a retention schedule can be destroyed, it is the employee's responsibility to record the document destruction by completing a Certificate of Document Destruction. The completed form should be forwarded to the College’s Record Manager who will send it to the Arizona State Library and keep on file. If a litigation hold or other hold has been placed on a Record, the department responsible for the Record will be notified and will be responsible for labeling the Record for indefinite retention, until further notice is received.
3. The method of record retention will vary depending on several factors, including the format and expected length of storage. Permanent paper records will be maintained in accordance with the applicable state regulations to ensure their continued integrity.
4. All records containing sensitive information must have appropriate safeguards in place to protect against unauthorized access.
5. Emails are considered public records and must be retained appropriately. Emails are not considered a separate class of documents but rather the information contained within them are applicable to the usual range of records the institution may be expected to retain. Retaining messages must be accomplished in electronic format, if that was the method by which they were created.

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*References:*