



Approval Date: 12/10/12
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ADMINISTRATIVE RULE

Rule Number/Name:	060.003.000 – Records Retention
Responsible Department:	President’s Office
Authority:	VP of Financial Services

Overview

Columbia Gorge Community College has a procedure instituted to ensure proper retention of all records prescribed by the Archives Division of the Oregon Secretary of State.

Applicability

The Chief Financial Officer has been appointed by the president to be the archivist for Columbia Gorge Community College. All departments must follow Oregon Secretary of State records retention schedules (see appendix 1).

Administrative Rule Statement

Records retention for community colleges is prescribed by the Oregon Secretary of State, Archives Division through OAR 166 Division 450 Community Colleges. The general schedule prescribes minimum retention periods for public records created and maintained by the community colleges. Retention periods apply to the official copy of all public records, regardless of medium or physical format, created or stored by the above specified agencies.

Cross Reference to Related Administrative Rules

040.006.000 – Library Records Retention
Student Records Retention

Further Information

VP of Financial Services
(541) 506-6050



Strategic Direction

Appendix

1. [Oregon State Archives Records Retention Schedules](#)
2. [Oregon Administrative Rules - Division 450 Community Colleges Archive Rules](#)
3. [OAR 166, Division 450 Community Colleges](#)