

Lake Region State College
Policy and Procedure Manual

SECTION 400.05
RETENTION SCHEDULE

LRSC complies with the state and NDUS records retention schedule. It provides retention guidelines for the office of record and copy holders based on administrative, fiscal, historical, and legal value. It also provides guidance on the proper disposal methods for each record series after the approved retention period has been met.

The retention schedule can be found on the LRSC website.

History

Administrative Council Approved 400.05 (1) 08/21/01 (Travel)

Administrative Council Approved 400.05 (3) 05/15/07 (Travel)

Administrative Council Approved 400.05 to be combined with 400.06 07/28/15

Administrative Council Approved new policy Retention Schedule 400.05 7/28/16