

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

RECORD RETENTION, DISPOSAL, AND ARCHIVE

It is the intention of the College to retain College records in compliance with legal requirements, audit guidelines, and sound business practices and to preserve and protect the history of the College.

College records are found in both paper and electronic formats; such as, legal contracts, vendor invoices, employment applications, photographs, microfilm, digital images, e-mail messages, and databases.

Financial, operational and historical records shall be maintained in accordance with departmental Record Retention and Disposal Schedules.

The College Archive will consist of records and collections which are judged worthy of permanent preservation in order to facilitate general and historical reference and research.

Adopted—January 23, 1985
(85-20)
Reviewed—Cabinet
October 14, 1996
Reviewed—VP and CFO
November 23, 2004
Reviewed—Cabinet April 1, 2008
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Revised—VP and CFO
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