

SOUTHWESTERN COMMUNITY COLLEGE	INFORMATION TECHNOLOGY ELECTRONIC RECORDS RETENTION POLICY	Policy 8.03
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I. PURPOSE

The purpose of this policy is to establish guidelines for the retention, storage, and lawful disposal of electronic records, including emails and instant messages, in compliance with the North Carolina Public Records Act, applicable laws, and the approved Records Retention and Disposition Schedule ("the Schedule") for community colleges. This policy ensures that the College maintains trustworthy, accessible, and compliant records while promoting efficient records management practices.

The College will retain and destroy electronic records, including email and instant messages, in accordance with this Policy, State Guidelines for Managing Trustworthy Digital Public Records, and the approved Record Retention and Disposition Schedule ("the Schedule") for community colleges adopted by the North Carolina Department of Cultural Resources and the North Carolina State Board of Community Colleges.

II. PROCEDURE

See Procedure 8.03.01 ELECTRONIC RECORDS RETENTION PROCEDURE

Previously Referenced as: October 2013 (4.05.02). April 2011 (3.11), January 2010 (3.37), July 2009 (3.45)

Adopted: September 2025

Revised: N/A