

Disposal of Records

1. PURPOSE

This procedure establishes the process for the disposal of records at Northern Pennsylvania Regional College (“NPRC” or the “College”).

2. APPLICABILITY

This procedure is applicable to all NPRC administrators and staff.

3. ASSOCIATED POLICIES AND DOCUMENTS

- 3.1 CLDR-1010: Policy Review Schedule
- 3.2 NPRC-1050: Records Retention
- 3.3 NPRC-9040: Educational Rights and Privacy
- 3.4 CLDR-1050: Records Retention Calendar
- 3.5 SCED-1050: Records Retention Schedule
- 3.6 FORM-1050-01: Certificate of Disposal

4. DEFINITIONS

- 4.1 Not applicable

5. PROCESSES, TIMELINES, AND RESPONSIBILITIES

- 5.1 The retention schedule will be built out through a project management software tool assigning the records that are to be disposed of as tasks to the appropriate records custodians.
- 5.2 Each February, the Records Retention and Disposition (RRD) Committee Chair will send a notification to all record custodians stating that records are to be disposed of during the month of March in accordance with SCED-1050-01: Records Retention Schedule and CLDR-1050-01: Records Retention Calendar.
- 5.3 Each March, Record Custodians will be responsible for locating the records that are to be disposed of and will dispose of them accordingly through cross-cut shredding or permanent deletion.
- 5.4 Record Custodians complete FORM-1050-01: Certificate of Disposal for each record type, using the record identifier and record name on SCED-1050-01: Records

Retention Schedule and uploads the completed form through the project management software tool.

5.5 The RRD Committee Chair signs and files each submitted form in the RRD committee folder.

5.6 By September of each year, the RRD committee will complete an audit of all submissions of FORM-1050-01 for the past year and audit the forms against SCED-1050 contacting any records custodians who have items that need to be destroyed.

5.6.1 Any forms still missing by the October RRD meeting will be reported to the records custodian's supervisor.

5.6.2 Any forms still missing by the November RRD meeting will reported to President's Council for review and to make a determination of next steps and any corrective action needed.

5.7 Record Custodian's should notify the Records Retention chair of any changes in federal and state laws and regulations to update SCED-1050: Retention Schedule.

6. REVIEW STATEMENT

Procedures are reviewed as needed or when the related policy is reviewed in accordance with CLDR-1310: Policy Review Schedule.

7. APPROVAL

Name

Title

Date

Revision Notes: Procedure in Origination