



Standard Operating Procedure

Procedure Title: Developing Retention Schedules and Disseminating Retention Information

Procedure #: RM.001

Revision #: 000

Unit Responsible: Information Security Department

Individual Responsible: Records Information Specialist

Effective Date: 09/19/2022

Initial Approval Date: 9/19/2022

Last Review/Update Date:

Next Review Date: 9/19/2024

***Does this procedure support a Board Policy? Yes**

If yes, identify: [6.100-Records Management](#)

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

***Does this procedure support HLC criteria? Yes**

If yes, identify: [2A, 2B](#)

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

***Does this procedure support a State or Federal Regulation? Yes**

If yes, identify:

- [Michigan History Center Act \(Act 470 of 2016\) - MCL 399.811\(3\)](#)
- [Michigan Penal Code \(Act 328 of 1931\) - MCL 750.491](#)

***Note:** Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.



Developing Retention Schedules and Disseminating Retention Information, BP 6.100

1. Purpose

To establish the procedures for developing Records Retention and Disposal Schedules and disseminating retention information to the College.

2. Scope

This procedure is relevant to all records owners, users and stakeholders involved in the creation and/or use of Lansing Community College's (LCC) records.

3. Prerequisites

N/A

4. Responsibilities

The **Records Information Specialist** in the Information Security Department shall develop Records Retention and Disposal Schedules and make such schedules available to employees.

5. Procedure

A. Developing Schedules

- The Records Information Specialist will work with stakeholders to create or update LCC's Records Retention and Disposal Schedules. This includes both general schedules and department-specific schedules.

B. Submitting for Approval

The Records Information Specialist will submit the final version of the Records Retention and Disposal Schedule to the State of Michigan's Records Management Services to begin the approval process. Before it can be finalized, the schedule is approved by:

- LCC’s Agency Representative
- Records Management Services (Dept. of Technology, Management and Budget)
- The Archives of Michigan (Dept. of Natural Resources)
- The State Administrative Board

C. Disseminating Retention Information

The Records Information Specialist will:

- Alert stakeholders of updates & changes by direct emails and articles in weekly email communications to employees (e.g. The Star).
- Make available the most recent versions of Records Retention and Disposal Schedules on the lcc-all-public O:\ drive (<O:\Interdivisional\LCC-Records Management and College Archives\Records Retention Schedules>) and, where applicable, on the [Records & Information Management \(RIM\)](#) website.
- Create and maintain guidelines and other retention documents, making them available on the [Records & Information Management \(RIM\)](#) website.
- Create and provide records and information management training.

6. *Reference*

- Records Management Policy (LCC) – III. B. Retention and Disposal
“The Information Security Department shall develop Records Retention and Disposal Schedules and make such schedules available to employees.”

7. *Definitions*

- **Records Retention and Disposal Schedule:** A legal document that defines how long each record, regardless of its physical format, should be retained. (Also referred to as **Retention Schedule** or **Schedule**.)
- **Records and Information Management (RIM):** The program at LCC that strives to create a unified, consistent, efficient and effective approach to the management of records and information resources in all formats throughout the College, across all divisions, departments and campuses by developing, implementing and monitoring LCC’s RIM functions including retention; disposal and disposition; document and data storage; records management policies, guidelines, best practices & recommendations; and the preservation of materials of enduring historical value in the LCC Archives.