



Standard Operating Procedure

Procedure Title: Employee Responsibilities for Records

Procedure #: RM.002

Revision #: 000

Unit Responsible: Information Security Department

Individual Responsible: Records Information Specialist

Effective Date: 09/19/2022

Initial Approval Date: 09/19/2022

Last Review/Update Date:

Next Review Date: 09/10/2024

***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 Freedom of Information Act (FOIA) (Act 442 of 1976) - MCL [15.231](#) - [15.232](#)
- [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.



Employee Responsibilities for Records, BP 6.100

1. *Purpose*

To establish what an employee's responsibilities are for retaining, storing, organizing and disposing of records.

2. *Scope*

This procedure is relevant to all employees, volunteers and contractors at Lansing Community College (LCC).

3. *Prerequisites*

- **LCC Records Retention and Disposal Schedules** – Housed on the lcc-all-public O:\ drive: <O:\Interdivisional\LCC-Records Management and College Archives\Records Retention Schedules>
- **LCC Records & Information Management website** – <https://www.lcc.edu/its/records-management/index.html>
Includes information about [Retention](#), [Disposal](#), and [Guidelines & Best Practices](#).

4. *Responsibilities*

Each individual (employees, volunteers, and contractors) who creates, retains, sends or receives public records of the College is responsible for retaining these records in accordance with the Records Management Policy and the Records Retention and Disposal Schedules.

All employees are responsible for the appropriate disposal of records and other materials that have reached their approved retention period (as set forth in the Records Retention and Disposal Schedules) and are no longer required for the efficient operation of the College.

5. *Procedure*

A. Retention

- Employees will familiar themselves with LCC's Records Retention and Disposal Schedules, understanding the retention requirements for the records for which they are responsible.
- Departments that maintain records will develop and maintain a **Records Management Plan** consistent with the Records Management Policy, other College policies, and applicable law.

B. Storage & Organization

- Employees will organize the records for which they are responsible in a way that promotes fast and efficient retrieval of information.
- Appropriate and cost-effective office equipment, indexes, and tools will be used to maintain both electronic and hard-copy (paper) records.

C. Disposal

- Disposal of records and other materials that have reached their approved retention period (as set forth in the Records Retention and Disposal Schedules) will be by a method that ensures the privacy of sensitive or confidential information.
- Employees will not destroy records that have not yet reached the end of their approved retention period or records for which there is a legal hold, or records pertaining to an on-going audit (e.g. financial aid review).

6. *Reference*

- Records Management Policy (LCC) – III. B. Retention and Disposal

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.