



## Standard Operating Procedure

**Procedure Title:** Extending Retention of Records

**Procedure #:** RM.003

**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:** 09/19/2022

**\*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.



## Extending Retention of Records, BP 6.100

### **1. Purpose**

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To establish a process for extending retention of records due to litigation, investigation, audit, or FOIA requests.

### **2. Scope**

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This procedure is relevant to all offices responsible for the administration of litigation, investigations, audits, or FOIA requests, and any employees responsible for records that fall under one or more of the listed circumstances.

### **3. Prerequisites**

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N/A

### **4. Responsibilities**

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There are several offices that may be responsible for the activities that would cause records to be retained for an extended period of time. They are responsible for alerting the appropriate records owner or custodian of the activity and the requirement to hold the identified records until the activity has ended. They are also responsible for notifying the records owner/custodian when the activity has ended and the records can be disposed of.

The **responsible offices** include the Office of Risk Management and Legal Services (ORMLS) and the Financial Aid Office.

**Employees** that are the owners or custodians of records subject to an activity that necessitates a hold be placed on the records are responsible for ensuring that the affected records are retained for the duration of the hold.

## **5. Procedure**

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1. Extending the retention of records beyond their approved retention period begins when the responsible office places a hold on the disposal of records that are subject to one of the activities listed in the Records Management Policy.
2. The responsible office notifies the owners/custodians of the affected records, alerting them to the need to retain the records from the time they receive the communication to the time they are alerted to the end of the hold.
  - ORMLS notifies the owners/custodians by email.
  - The Financial Aid Office notifies owners/custodians during the entrance meeting for the Title IV Financial Aid Program Review.
3. Record owners/custodians hold on to the records, not disposing of them even if their retention period has ended (according to the records retention and disposal schedule).
4. When the activity has ended, the responsible office notifies the owners/custodians of the affected records, informing them that the hold has lifted and the records can be disposed of.
  - ORMLS notifies the owners/custodians by email.
  - The Financial Aid Office communicates the information to all entrance meeting participants.

## **6. Reference**

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- Records Management Policy (Lansing Community College) – III. D.:  
“No records that are the subject of litigation; pending, threatened, or imminent litigation providing a legal hold order has been issued by the Office of Risk Management and Legal Services (ORMLS); a pending investigation request; an imminent or scheduled audit; or a pending Freedom of Information Act (FOIA) request shall be destroyed until the legal action or activity has ended pursuant to a notice from ORMLS, even if the records are otherwise scheduled for destruction pursuant to this policy.”

## **7. Definitions**

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- **Office of Risk Management and Legal Services (ORMLS):** This office consults the college on legal matters, processes FOIA requests, and oversees legal procedure at the college.
- **Financial Aid Office:** This department assists students with finding resources to finance their postsecondary education.