Category: Operations

Policy Title: Documents and Records

Policy Statement: College documents and records are kept or stored several ways; paper documents are housed in files and storage boxes or are scanned into the GCCC computer system, portable storage devices or hard drives. Security codes are used to access most information housed in computer systems.

Procedures: Records should be retained and properly safeguarded according to their intended use. Refer to the Record Retention Policy for information regarding the disposal of records.

Contacts: Vice President for Administrative Services

Approved Date: 3/1/2018

Policy History: v1 1/1/2003; v2 3/1/2007

Keywords: records, retention, disposal

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