

HERKIMER COUNTY COMMUNITY COLLEGE BOARD POLICY

TITLE: Records Retention and Disposition

POLICY #: FA 88-14

DATE OF BOARD OF TRUSTEES APPROVAL: February 16, 1989

RESOLUTION #: 88-14, 09-17, 23-13

POLICY STATEMENT: RESOLVED, by the Board of Trustees of Herkimer County Community College, that Records Retention and Disposition Schedule CO-2, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law and containing legal minimum retention periods for public and community college records, is hereby adopted for use by all college officers in disposing of public community college records listed therein, and

BE IT FURTHER RESOLVED that in accordance with Article 57A:

- a. Only those records will be disposed of that are described in Records Retention and Disposition Schedule CO-2 after they have met the minimum retention period prescribed therein.
- b. Only those records will be disposed of that do not have sufficient administrative fiscal, legal, or historical value to merit retention beyond established time periods.

BACKGROUND: The Records Retention and Disposition Schedule CO-2, for use by public community colleges, published by the State University of New York, State Education Department, and State Archives and Records Administration, indicates that “before any records listed on this schedule may be disposed of, the Board of Trustees must adopt Schedule CO-2 by resolution for use by all college officers.”

The Board of Trustees approved the listed policy statement ensuring the college’s compliance to these procedures during the process of disposing of outdated records. It is being added to the policy manual following a recent review of said material. Files of all actions are on record with the Senior Vice President for Administration and Finance. The policy was amended in 2010 to update the schedule ID number and the title of the administrator maintaining the action files.

This policy was updated in 2024 to reflect current administrative title.

Revised: 3/3/2010, 4/22/2024