Record Retention & Destruction Policy

Policy Number	400.04.01	**Custodian**	Provost
Approved Date	06/05/2026		
Effective Date	06/08/2026	**Review Date**	04/01/2026

1. **Purpose**
This policy outlines the procedures and legal requirements for the retention and destruction of records in accordance with federal, state, and sponsoring agency and pass-through entity regulations. It aims to ensure the secure and systematic disposal of records to reduce liability, protect sensitive information, and maintain operational efficiency.

2. **Persons Affected**

2.1. Employees
2.2. Board of Trustees
2.3. Sponsoring agencies and pass-through entities

3. **Policy**
This policy is to ensure the following:

3.1. Compliance with applicable federal and Minnesota state record retention and destruction regulations.

3.2. Protection of confidential and sensitive information.

3.3. Destruction of records only after they have met or exceeded the required retention period.

4. **Definitions**

4.1. <u>Records</u>. Any physical or electronic documents that capture or document financial, student, employee, program, grant, payroll, compliance, transactional, safety, security, and inventory activities.

4.2. <u>Retention Period.</u> The legally or operationally required time a record must be kept before destruction.

4.3. <u>Record Retention Schedule</u>**.** Documentation that identifies the required retention period, storage method, and disposition requirements for records, in accordance with legal, regulatory, institutional, and sponsor requirements.

4.4. <u>Destruction.</u> A method of destroying documents that ensures information is rendered unreadable, including shredding or secure digital wiping.

5. Procedures

5.1. Each department head (or designee) will maintain their department-specific part of the record retention schedule of documents. This schedule will be reviewed annually to ensure it remains compliant with federal, state, and sponsored agency guidelines and WETCC's needs.

5.1.1. Following each annual review of the retention schedule, the department director (or designee) will authorize the destruction of eligible financial records via the destruction form.

5.1.2. Paper records will be shredded or otherwise rendered unreadable. Digital records will be deleted.

5.2. A record destruction log must be completed for each destruction batch. The log will include the destruction date, record types, date ranges, destruction method, and names and titles of authorizing and performing personnel.

5.3. Records subject to audit, legal holds, or investigations must not be destroyed regardless of their retention period.

5.4. Records detailing organizational history, such as land or building acquisitions, construction, or donations, will be retained indefinitely.

Revision History

Rev. Date	Rev. No.	Revision
04/01/2026	.01	New policy.