



Revision Responsibility: Director, Human Resources

Responsible Executive Officer: Vice President for Financial & Administrative Services

Source/Reference: [TBR Policy 1:08:00:00](#)  
[TBR Policy 1:12:01:00](#) (formerly TBR Guideline G-070)  
[TBR Guideline G-075](#)  
Federal Rules of Civil Procedure  
U.S. Patriot Act of 2001, Public Law 107-56  
Columbia State Policy 07:07:00

## **PURPOSE**

To define records retention and disposal requirements

## **POLICY**

### **I. Retention and Disposal of Records**

Columbia State Community College adheres to the Federal Rules of Civil Procedure, Tennessee Board of Regents (TBR) Policy 1:12:01:00 and TBR Guideline G-075 regarding the preservation and retention of records. The TBR policy and guidelines can be accessed through the TBR web page at:

TBR Policy 1:12:01:00  
G-075 Litigation Hold Notice

### **II. Disposal of Public Records**

Public records cannot be destroyed without authorization from the Tennessee Public Records Commission through an approved retention and disposition schedule. TBR Policy 1:12:01:00 is Columbia State's authorized retention and disposition schedule.

The length of time a record must be retained depends on the subject and content of the record and not the format in which the record is kept. Consult the TBR policy for a listing of documents and retention time limits.

### **III. Litigation Hold Notice**

There is a legal duty to preserve evidence (e.g., documents and things), including electronic documents, when the institution has notice that the evidence is relevant to pending federal litigation or when reasonably anticipating federal litigation.

### **IV. Definitions**

**A. RECORD:**

All documents, letters, books, papers, electronic mail messages, maps, photographs, films, microfilm, imaged copy, electronic data processing output, sound recordings or other materials regardless of physical form or characteristics made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency.

**B. NON-RECORD:**

Those documents which do not document the activities of an agency: i.e. extra copies of documents kept for convenience or reference; stock supplies of publications; extra copies of circulated materials where follow-up copies are kept for the record; reading files; follow-up correspondence copies; identical or carbon copies kept in the same file; draft copies or work copies of documents when the final version is complete; letters of transmittal which add nothing to the transmitted information; inter-office memoranda; shorthand notes, steno type tapes or sound recordings after they have been transcribed; and internal housekeeping materials such as intra-office memos, routing slips, telephone call slips, and computer edit error listings after the corrections are made; library or museum material which is for reference or exhibition; private materials neither made nor received by an institution or school staff member in connection with the transaction of official business. As non-records, the above-mentioned items are excluded from the record retention and disposal requirements.

**C. PERMANENT RECORDS:**

Those records or materials which have permanent administrative, fiscal, historical or legal value.

**D. WORKING PAPERS:**

Those records or materials created to serve as interim documents or inputs to final reporting documents, including electronic data processed records, computer output microfilm, and records which become obsolete immediately after agency use or publication, and are not classified as being a permanent record or record of archival value.

## **PROCEDURES**

**I. Departmental Records**

- A.** The department head or records custodian for each department is responsible for retention and disposal of departmental records as required by this policy.

- B. Documents and records, including electronic documents and records, may not be disposed of when the institution has notice that the evidence is relevant to pending federal litigation or when reasonably anticipating federal litigation.

## II. E-mail

- A. Each employee has a duty to establish and maintain an e-mail communication filing system that will guarantee security and retention of e-mail records by following these steps:
  - 1. Periodically review e-mail communication to determine whether it falls into a records series that requires retention pursuant to TBR Policy 1:12:01:00 or Guideline G-075.
  - 2. File a version of any e-mail communication identified in a record series in an electronic filing system for retention for the proscribed time period.
- B. E-mail may not be disposed of when the institution has notice that the evidence is relevant to pending federal litigation or when reasonably anticipating federal litigation.

*May 24, 1994; Revised: September 25, 1997; December 19, 2002 (policy revised and renumbered using the new policy format; policy was previously numbered as 05-29); January 30, 2012 (Policy was originally part of Columbia State Policy 07:06:00, "Records Retention Guidelines and Public Inspections", which was divided into two policies) July 14, 2020 (Revised to reflect change of TBR Guideline G070 to Policy 01:12:01:00)*