



Revision Responsibility: Associate Vice President of Information Technology
Responsible Executive Officer: Vice President for Financial and Administration

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 07:06:00](#)

[Code of Federal Regulations 668.24 Record retention and examinations](#)

PURPOSE

The purpose of this policy is to define the activities associated with the provision of data retention and destruction plans protecting Columbia State Community College's information systems, networks, data, databases, and other information assets. Additional policies governing data management activities will be addressed separately.

POLICY

I. Scope

The scope of this data retention and destruction policy is all information technology systems, software, databases, applications, and network resources needed by the College to conduct its business as well as paper files and/or print outs. The policy is applicable to all College employees, contractors, and other authorized third-party organizations.

II. Statement of Compliance

For Gramm Leach Bliley Act (GLBA) Compliance, Columbia State Community College shall make every effort to dispose of customer information within two years of last expected use except when there are documented, legitimate business or regulatory reasons for retention. These requirements are outlined in Columbia State Policy 07:06:00 *Disposal of Records*, which specifies both disposal timelines and procedures for documenting retention extensions. The policy also requires all electronic and paper records containing Public Records be disposed of through secure methods to prevent unauthorized access.



III. Procedures

- A. If destroying data that (1) is the official record of the College, (2) does not exist elsewhere, or (3) may or may not have met the required retention, comply with Columbia State Policy 07:06:00 *Disposal of Records*.
- B. Unofficial files with personally identifiable information and other sensitive data stored on electronic devices or media must be deleted once these data are no longer required using an appropriate secure method.
- C. Unofficial documents or files with personally identifiable information and other sensitive data stored on paper copies or hard copies must be shredded before disposal.

New Policy March 2025, reviewed/accepted by the Cabinet, approved and signed by the President March 2025.