

# WESTERN NEBRASKA COMMUNITY COLLEGE

## Western Community College Area Board of Governors' Policy

**TITLE:** Records Management and Retention

**DIVISION:** General Institutional

**CATEGORY:** Records and Institutional Data

**REFERENCE:** Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 CFR Part 99 and 34 CFR §99.31  
Nebraska Revised Statute(s) §79-776;  
Records Management Act §84-1201, et seq.; and §85-1511;

**NUMBER:** BP-701

**APPROVAL/DATE:** F. Lynne Klemke, President, WCCA Board of Governors  
April 15, 2020

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### Purpose

To provide for the systematic, consistent, and documented retention and destruction of College records.

### Scope

This policy shall apply to all documentation collected or produced by the institution.

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### Policy

Western Nebraska Community College shall create and maintain records as part of its operations. As a political subdivision of the State of Nebraska, the College follows state law concerning records management practices. In particular, the College shall adhere to the federal and state laws referenced above but also follow the State of Nebraska Local Agencies Schedule 24 retention and disposition schedule in accordance with the applicable provisions of the Records Management Act and utilizing the reporting forms provided by the State Records Administrator. As a member of the Nebraska Community College Association (NCCA), the College is mandated to follow the retention and disposition schedule included in the NCCA Schedule 155.

The College President is charged with ensuring that all operations regarding records management practices are administered in accordance with federal and state laws. The College President shall ensure that reasonable College-wide procedures are adhered to in order to protect and maintain records and provide rules for responding to public records requests in a manner that prevents unnecessary interference with the regular discharge of official duties. The College shall designate a custodian of records to coordinate records retention and maintenance for each division (e.g., Human Resources, Student Services and Fiscal Services), and receive and coordinate responses to public records requests.

**Applicability**

All College employees are expected to know of and observe this policy as pertinent to their job responsibilities.

**Revising this Policy**

This WCCA Board policy supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

If statutory provisions, regulatory guidance, or court interpretations change or conflict with this Board Policy, the Board retains the right to revise accordingly and for the changes to take effect immediately.

**Original Adoption Date and Board of Governors' Minutes Item Number:** 2019

**Revision Date and Board of Governors' Minutes Item Number:** April 15, 2020, Agenda Item J (1)

**Prior Policy Number:**

**Sponsoring Division/Department:** Finance and Facilities

**Repeal Date:**