

SUNY BROOME

(POLICY)

Policy:	Retention and Disposition of College Records	Policy No.:	GA2006
Authority:	SUNY Broome Community College Board of Trustees		
Policy Owner	President	Responsible Party:	General Administration
Approved:	March 23, 1995		
Revised:			

Records Retention and Disposition Schedule CO-2, issued by the NYS Archives and Records Administration, and pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for public Community College records, shall be used by all college officers in disposing of public Community College records listed therein.

In accordance with Article 57-A:

1. 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;
2. 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.

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
<i>Updated Classification (1.25)</i>	03/25/2020	KP	<i>Secretary – VP Student Development</i>