

WISCONSIN INDIANHEAD TECHNICAL COLLEGE



ADMINISTRATIVE POLICY: C-481

TITLE: Public Access to WITC Records, Retention, and Destruction

CROSS REFERENCE(S):

C-103 (Policy - Using Electronic Communications for Conducting Official College Business with Students (Staff Policy))
C-103 A (Procedure - Using Electronic Communications for Conducting Official College Business with Students (Staff Procedure))
J-103 (Policy - Using Electronic Communications for Conducting Official College Business with Students (Student Policy))
J-103 A (Procedure - Using Electronic Communications for Conducting Official College Business with Students (Student Procedure))
C-481A (Procedure - Public Access to WITC Records, Retention, and Destruction)
C-481A ADD-1 (Addendum - Release of and Access to Public Records)
C-481A ADD-2 (Addendum - Records Retention Schedule)
C-481A ADD-3 (Addendum – Sample Letter to the Historical Society for Disposal of Records)
J-113A ADD-1 (Addendum - FERPA Definitions)
J-113A ADD-3 (Addendum - Family Education Rights and Privacy Act (FERPA) for Staff)
Wisconsin Statutes (§19.31 – 19.39, §19.62, §19.85, §118.125)
Admin. Rule 12 (Department of Administration– Chapter ADM12: Electronic Records Management – Standards and Requirements)
Admin. Rule 12 Primer (Electronic Records Management – Guidance on ADM 12)
Wisconsin Public Records Board Web site (<http://publicrecordsboard.wi.gov/index.asp?locid=165>)

Purpose

The purpose of this policy includes the following:

1. To establish uniform retention and disposition practices for records and documents for the entire College system.
2. To ensure that necessary records and documents are adequately protected and retained for sufficient periods of time to meet administrative, audit, legal and historical needs.
3. To promote cost effective and efficient management of records and information.
4. To provide WITC departments with the legal authorization to dispose of records on a routine basis in accordance with WITC's Records Retention Schedule.
5. To ensure complete public access to public records within the statutory exceptions and restrictions.

Scope

This policy applies to the entire WITC organization, to all records of the College as defined in C-481A, and to all officers and employees who create, receive, or maintain records as part of their work on behalf of WITC.

Designation and Responsibilities of the Legal Custodians of the Records

The following positions will be considered the legal custodians of official College records. It will be the responsibility of the individuals in those positions to execute all duties and responsibilities of the College pursuant to Wisconsin's public records and property laws.

Legal Custodian	Division/Type of Record
College President	General Administrative; WITC Board
Vice President, Academic Affairs	Academic
Vice President, Continuing Education/Foundation	Continuing Education/Foundation
Vice President, Technology Services	Technology Services
Vice President, Student Affairs Registrar	Student Affairs All Other Records
Vice President, Finance and Business Services Vice President, Human Resources and Risk Management Vice President, Institutional Effectiveness	Financial/Business Services Human Resources Institutional Effectiveness

Management of Public Records

The further requirements and provisions of this policy are described in *Administrative Procedure C-481A*.

All requests for the release, inspection, and/or reproduction of the public records of the College shall be directed or referred to the College's Registrar.

Public records may be inspected, copied, and/or abstracted at any time during established College office hours. An *Inspection and Copying Public Records Notice* to the public shall be displayed in designated locations throughout the College and shall describe the reasonable fees relative to the costs of reproducing and/or locating records.

Record Retention and Preservation

The College will establish a Records Retention Schedule that will include, among other information, the following; document authority/owner, Retention Disposition Authorization (RDA) number, record series, legal citation, document location, length of time each public record must be kept, and preservation or disposition. The College will plan for the storage, retrieval, and disposition of its records.


Destruction of records as identified in the Records Retention Schedule will be followed unless the College has received a request for such record or if there is related pending litigation. In the event of such a request or litigation, the record(s) will not be destroyed until the request has been fulfilled or until any related dispute has been completely and finally resolved.

Prior to destroying any records, the employee must refer to the Records Retention Schedule to determine whether or not the Wisconsin State Historical Society must be notified first (see codes used in the *Administrative Procedure C-481A*). If the State Historical Society must be notified, a written notification must be provided at least 60 days prior to the planned destruction date.

Policy Adopted: December 20, 1982

Policy Revised: March 17, 1986
October 27, 1997
January 1, 2000
February 5, 2013

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PRESIDENT
WISCONSIN INDIANHEAD TECHNICAL COLLEGE