

## **160-00 RECORDS RETENTION—POLICY**

The President or designee is responsible for ensuring that the guidelines set forth by the Records Management Division of the Arizona State Library, Archives and Public Records for the retention and storage of records are implemented.

Revision history: 03/08/2010

Legal review: none

Sponsor: Business Office

Adopted by District Governing Board: 10/08/1995

**COCONINO COMMUNITY COLLEGE**