

POLICY 10.19

RECORDS RETENTION

In accordance with K.S.A. 72-5369. (1975 HB 2390 -1), the Labette Community College Board of Trustees provides for and authorizes any officer, official, or employee charged with or having custody of the College records, documents, or other papers to destroy the same at the time indicated herein, and if more than one time can be made to apply, the longer time shall apply (as will departmental retention guidelines if these guidelines exceed the retention periods noted in Procedure 10.19): to authorize the destruction of a student, financial, and employment records according to the schedule.

Initiated: 10/20/2022