

|  |   |       |              |
|--|---|-------|--------------|
| <b>COASTAL ALABAMA COMMUNITY COLLEGE</b> |   |       |              |
| <b>Policies and Procedures Manual</b>    |   |       |              |
| Title:                                   | <b><u>Records Confidentiality, Retention, and Destruction</u></b> |       | Approved by: |
| Insert:                                  | 02.19   | Date: | 04/01/2022   |
| Replace:                                 |   | Date: | 06/01/2023   |
| Reviewed:                                |   | Date: | 06/01/2023   |
| Remove:                                  |   | Date: |              |

*Warren C. King*

**POLICY / PURPOSE:**

It is the policy of Coastal Alabama Community College to ensure compliance with all federal and state laws related to the confidentiality of records and the retention and/or destruction thereof.

**SCOPE:**

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees may be expected to recognize and comply with college policies.

**DEFINITIONS:**

There are no definitions applicable to this policy.

**DETAILS:**

- Family Educational Rights and Privacy Act (FERPA):** Refer to [Family Educational Rights and Privacy Act \(FERPA\) – Buckley Amendment Policy](#).
- Confidentiality of Records:** Employees are the creators and custodians of many types of information. Such information may relate to students, employees, alumni, donors, and others. Employees are expected to comply with applicable legal, contractual, and policy obligations to maintain the confidentiality of such information, protect it from improper disclosure, and protect the privacy interests of individuals. To meet these responsibilities, employees are expected to follow document preservation and retention guidelines and maintain data security using electronic and physical safeguards.
- Confidentiality of Employee Records:** Many of the records that the College maintains, including information about employees, are considered confidential information and cannot be openly shared.

Unless it is required by law or there is a legitimate business reason, personnel information will not be disclosed or released. Individuals who are not employees of the College shall not have access to personnel records or confidential employee information without the permission of the employee or the Executive Director of Human Resources or designee. Certain other records are the property of the College and are not available to employees.

Coastal Alabama Community College Human Resources Office will only disclose the position(s) held and dates of employment of individuals about whom a reference is requested without written authorization of the employee.

Refer to [Working Conditions Policy](#) (Access to Personnel File section) for information about accessing personnel records.

|  |   |       |              |
|--|---|-------|--------------|
| <b>COASTAL ALABAMA COMMUNITY COLLEGE</b> |   |       |              |
| <b>Policies and Procedures Manual</b>    |   |       |              |
| Title:                                   | <b><u>Records Confidentiality, Retention, and Destruction</u></b> |       | Approved by: |
| Insert:                                  | 02.19   | Date: | 04/01/2022   |
| Replace:                                 |   | Date: | 06/01/2023   |
| Reviewed:                                |   | Date: | 06/01/2023   |
| Remove:                                  |   | Date: |              |

*Warren C. King*

- Records Retention and Destruction:** The retention of certain records must comply with the retention schedules identified by the Alabama State Records Commission. Individual record types are identified for public Alabama colleges, including community colleges at <https://archives.alabama.gov/manage/state/temporary-records.aspx>.

**PROCEDURE(S):**

- Review Record Retention Requirements:** Review the state agency's [RDA \(Records Disposition Authority\)](#) for retention requirements including record retention requirements for Alabama Community Colleges Alabama RDA - Community Colleges.
- Permanent Records:** Follow procedures to transfer permanent records to [Archives](#).
- Temporary Records:**
  - Determine if the record(s) have met the minimum retention requirements.
  - Determine whether litigation or other hold(s) prevent legal destruction of records.
  - Complete a [State Records Destruction Form](#). Ensure the appropriate individual signs the destruction notice.
  - Securely destroy records through shredding or another secure method.
  - Ensure that all records destroyed are properly documented in the mandated annual report.

**ADDITIONAL PROVISIONS/INFORMATION:**

There are no additional provisions/information applicable to this policy.