

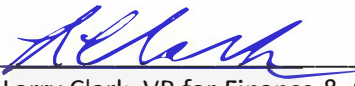
**CLOVER PARK
CLOVER PARK TECHNICAL COLLEGE
PROCEDURE**

CHAPTER 3	SECTION 21P	TITLE RECORDS RETENTION	HISTORY		
			Adopted 1992	Campus Forum 2016	Reviewed 2019 Next review 2022
			Revised 2019		

New employees, as a part of new employee orientation, will need to complete CPTC’s internal “Records Management” training. At least every 36 months, all employees who prepare, use, or retain records relating to business conducted by CPTC must complete CPTC’s internal “Records Management” training.

Additionally, in order to send records to the State Records Center, employees must complete “Using the State Records Center” training.

Visit the College website under records management for resources.

APPROVAL:	
By: <u></u>	Date: <u>9-3-19</u>
Larry Clark, VP for Finance & Administration	