

AIMS COMMUNITY COLLEGE POLICY

DOCUMENT RETENTION

Aims Community College will employ document retention guidelines in order to comply with state and Federal laws and regulations; to eliminate accidental destruction of records; and to promote efficiency of College operations by freeing up valuable storage space.

The President shall implement and maintain procedures to carry out the intent of this policy.

APPROVED: Aims Board of Trustees

Date: June 28, 2010

Revised: February 17, 2014

3-500A Document Retention Schedule

[3-500B](#) Open Records