



**ADMINISTRATIVE POLICY**  
**RECORDS RETENTION**

*This policy pertains to employees.*

Fox Valley Technical College will comply with current record keeping laws and policies as outlined by the Wisconsin Public Records Board.

Records retention is the systematic control of records, in whatever form they exist, throughout their life cycle. The lifecycle (creation, use, storage, protection, and disposal) of the College's records must be managed according to the College's Records Retention Schedule as approved by the Wisconsin Public Records Board.

College employees shall review and maintain organization records based on the FVTC Records Retention Schedules. The review of all records under the control of a specific area is essential. The College Records Coordinator has overall responsibility for the records retention system, schedules, processes, and procedures. The Department/Division Records Coordinators are responsible for following the appropriate records retention process and schedules for their respective department/division.

*Adopted: 09/07/15*

*Reviewed: 11/16/2021, 10/22/2024*

*Revised: 08/20/15*