



College Operations	4.13
4.13 Records Retention	<i>Adopted: October 12, 2010</i>
	<i>Reviewed: October 12, 2010</i>
	<i>Revised:</i>

It is the policy of Kishwaukee College to retain and dispose of all records in a manner consistent with the Illinois Local Records Act. This includes length of time necessary to retain such records as payroll information, state grants programs, all financial records of the institution and personnel records. The Vice President of Institutional Effectiveness or his designee, acts as the institution's liaison with the Local Records Commission which regulates the disposal of all local records. Each department of the College is responsible for the maintenance and disposal of their records.