

CHAPTER 1: Organization and Administration

Policy 1A.13: Public & Private Information: Record Maintenance and Retention

Anoka-Ramsey Community College will establish a procedure for the maintenance and retention of private data and public information (records). The procedure will be in accordance with federal regulations, Minnesota statutes, the Family Educational Rights and Privacy Act (FERPA), and the Minnesota Government Data Practices Act (MGDPA). The procedure will include:

- The length of time information will be maintained
- The method for destroying information
- Identification of the position responsible for information oversight

The college will identify student and employee data privacy coordinators. Both coordinators will serve as the college's reporting liaisons to the State of Minnesota and the MnSCU system and provide oversight for the college's records retention schedule.

For further information, refer to the following college policies, procedures, and forms:

- [Policy 4H.1](#) and [Procedure 4H.1/11 College Personnel Files](#)
- [Policy 4H.2](#) and [Procedure 4H.2/11 Privacy of Records](#) (employees)
- [Request for Employee Personal Data](#) (guideline)
- [Consent to Release Student Information](#) (form)

Also visit <http://www.revisor.leg.state.mn.us/bin/bldbill.php?bill=H2121.0&session=ls84>

See [Records Retention Schedule](#)

History:

- 05.2005 *Amended former ARCC Policy 2A.2 to include both student and employee public and private information. Moved policy to Chapter 1.*
- 12.2008 *Added records retention link.*