

RECORDS MANAGEMENT

It is the policy of the College to abide by all applicable laws, rules and regulations governing the creation, maintenance, and disposal of College records.

See following page for procedure.

Adopted July 19, 1989
Reformatted April 28, 2010

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Individuals shall be identified who shall have access to College records storage rooms.

Records Management manuals approved by the Wyoming State Archives, Museums and Historical Department shall be made available to those individuals having responsibility for records management.

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