



COLLEGE POLICY

POLICY NUMBER: 2502
DATE APPROVED: December 2019
POLICY TYPE: Administration
POLICY TITLE: Record Retention
RESPONSIBLE ASSOC. /VICE PRESIDENT: All Vice Presidents and Provost

POLICY PURPOSE:

Compliance with state and federal record retention schedules.

POLICY:

Madison Area Technical College (“Madison College”) personnel, including but not limited to employees, consultants, and others working for the College are required to comply with record management policies such as those outlined in Wisconsin Statutes, the Board of Regents policies, Federal regulations, Wisconsin Technical College System policies, and any other regulation placed upon the work being completed as a Madison College employee.

Compliance with these record management policies includes record retention, confidentiality, disposal, and storage of not only paper documentation but also electronic documentation.

DEFINITIONS:

LINKS TO STATE/FEDERAL REGULATIONS:

[FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT \(FERPA\)](#)

[WISCONSIN PUBLIC RECORDS BOARD](#)

