

- Document retention -
 - College Record - Any form of recorded information, regardless of physical characteristics, that is created, received, recorded, or legally filed in the course of college or BCCC business or in the college's or BCCC's legal obligations. College records serve as evidence of the college's organization, functions, policies, decisions, procedures, operations, transactions, or other activities.

Note: An official record can be in the form of original paper, or may be a digital surrogate, at the discretion of the official repository.

Active Record

A record with current use for the unit, department, or division that generated it. Records remain active for varying numbers of years, depending on the purpose for which they were created.

Inactive Record

A record with no current use for the unit, department, or division that generated it and that has not yet reached the end of its retention period.

- Official Repositories
 - Human Resources
 - Business Office
 - Vice President?
- Need a group to list types of records at Barton - I have an 11 page document with possible types