



What is a **RECORD?**

College Record

Information created, received and maintained as evidence, and as an asset by the College; or its faculty or staff, in pursuit of legal obligations or in the transaction of business. This information, regardless of physical format or characteristic, must be maintained to meet the administrative, fiscal, legal or historical needs of the College.

Official Copy

The official copy of a record is retained in accordance with the approved retention schedule for legal, administrative, fiscal, and/or historical purposes.

Administrative Copy

An unofficial copy of a record that is maintained near the user for ease of access and reference.

Record Holder

The office that is designated as responsible for the maintenance, preservation, and disposition of official records.

GRS

The General Retention Schedule (GRS) provides guidance on how long different types of commonly used records must be retained and if records should be destroyed or transferred to the Archives once the retention periods have ended.