



<p align="center">Policy Title Records Management</p>	<p align="center">Original Adoption Date 12/04/2013</p>	<p align="center">Policy Number FS-681</p>
<p align="center">Responsible College Division/Department Financial Services</p>	<p align="center">Responsible College Manager Title Director of Financial Services</p>	
<p align="center">Policy Statement</p> <p>It is the intention of LTC to comply with current record keeping laws and policies as outlined by the various federal and state regulatory agencies, departments, and the Wisconsin Public Records and Forms Board.</p>		
<p align="center">Reason for Policy</p> <p>Records management is the systematic control of records, in whatever form they exist, through their life cycle. The creation, use, storage, protection, and disposal of Lakeshore Technical College's (LTC) recorded business are activities of major concern to the college. Since all areas of the college generate records, it is important that all employees consistently manage the complete lifecycle of records, from creation to retention and destruction, in all formats and media now or hereafter developed.</p>		
<p align="center">Historical Data, Cross References and Legal Review</p> <p>State of WI Public Records Board Website</p> <p>Legal Reference: Wisconsin Statutes 16.61, Records of state offices and other public records and Wisconsin Statute 19.21, Custody and delivery of official property and records</p> <p>Legal Counsel Review and Approval:</p> <p>Board Policy:</p>		
<p align="center">Definitions</p> <p>When the terms "Lakeshore Technical College" and "LTC" are used within this Records Management Policy and within the supporting guidelines, procedures, and retention schedules, those terms are intended to include the Cleveland campus, LTC Manitowoc, and LTC Sheboygan and all other locations.</p> <p>When the terms "employee" and/or "employees" are used, those terms are intended to include employees, student help, work-study students, and temporary contract workers of Lakeshore Technical College.</p>		