



Policy Title Records Management	Original Adoption Date 12/04/2013	Policy Number FS-681
Responsible College Division/Department Financial Services	Responsible College Manager Title Vice President of Administration	
Policy Statement		
<p>LTC will 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. LTC will provide periodic guidance on records management compliance.</p>		
Reason for Policy		
<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 activities are 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>		
Historical Data, Cross References and Legal Review		
<p>Review/Revised: 11/05/14, 11/04/2015, 10/06/2016, 09/07/2017, 08/09/2018, 09/16/2019</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. State of WI Public Records Board Website</p> <p>Legal Counsel Review and Approval: n/a</p> <p>Board Policy: III.F. Asset Protection</p>		
Definitions		
<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, LTC Sheboygan, and all leased or owned college facilities.</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>		

See [Records Management Procedure](#)