

**BILL NUMBER:** 2020-01-31.02  
**NAME OF BILL:** Procedure to Move/Destroy Records  
**DATE OF REQUEST:** 1/24/2020  
**REQUESTOR:** Henrietta Romero  
**COMMITTEE WORK:**  
Academic Leadership-Adopted 1/31/2020  
Shared Governance 1/31/2020 Need input from Registrar  
Academic Leadership 2/7/2020 recommended approval of bill  
Shared Governance 2/7/2020 Approved all depts. require training

**STATUS:** CLOSED



## Shared Governance Issue Request

Bill #: 2020-01-31.02 Title: Procedure to Move / Destroy Records

Submission Date: 1/24/2020 Starting Subgroup: AL

**Complete the following information on this page only,  
attaching additional documentation as needed.  
Deliver 2 printed copies to Shared Governance Council.**

Requestor(s): Henrietta Romero

Department: Registrar Extension: 1218

Description of Issue/Request: Destruction of / moving of a student  
record outside of Registrar

Why should this be addressed/addressed now? To ensure appropriate  
record retention / destruction policies are followed  
to remain in state / federal compliance.

Who will this impact? What are the costs? All departments working with  
students / individuals in which the department / program  
maintains personally identifiable information - cost  
unknown

What are the expected outcomes/benefits? Appropriate process to  
move / destroy records

2020-01-31.02  
Bill #: \_\_\_\_\_ Title: procedures to move/destroy  
records

AL-meeting recommened passage 1/31/2020  
Subgroup Action Date Reported  
at a whole

Shared Governance Input from Registrar 1/31/2020  
Subgroup Action Date Reported

AL- recommened passage 2/7/2020  
Subgroup Action of Bill Date Reported

SGU Approved 2/7/20  
Subgroup Action Date Reported

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Subgroup Action Date Reported

Final Disposition

All departments will be trained by  
the Registrar's office on handling/  
destroying records



### Shared Governance Subgroup Feedback

Bill #: 200-01-31-02 Title: procedure to move Destroy Records

Submission Date: 1/31/2020 Subgroup: Academic Leadership Meeting of the whole

Attach as supporting information to completed SGIR.

2/7/20

Progress/Feedback

~~1/31/2020~~ 1:40 recommending passage of Bill to include formal training for all departments in regarding to record retention & destruction. forward to Shared Gov. Council.

1/31/2020 - Title V? Need more input / registrar has control / Archive? Server big enough? Fed statutes? Library funds?