

**THREE RIVERS COLLEGE
GENERAL ADMINISTRATION POLICY**

Section: 1000 General Administration	
Sub Section: 1400 Records	
Title: GAP 1410 Record Retention and Destruction	Page 1 of 2
Associated Regulations: GAR 1410 Record Retention and Destruction	
References: RSMo 109.255; Missouri Community College Record Retention Schedule; General Record Retention Schedule; eCFR 382.307	
Supersedes: 2.1.3.12, 2.1.3.13, 2.1.3.14, 2.1.3.15, 2.1.3.16, 2.1.3.17, 2.1.4, 2.1.5	
Responsible Administrator: College President; Cabinet Members; Director of Human Resources	
Initial Approval: 10-20-2010	Last Revision: 10-21-2020

The Three Rivers College shall effectively maintain and manage its records, including those in electronic format, and to ensure the preservation of certain records as required by both state and federal law, including the Missouri Records Retention Law and Local Record Retention Schedule for Community Colleges as provided by the Missouri Secretary of State.

For purposes of this Record Retention and Destruction Policy, the term “record” is defined as any document, including electronic format, which was made or received pursuant to law or in connection with the transaction of official business.

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DOCUMENT HISTORY:

- 10-20-2015:** Initial approval of policy GAP 1410 Record Retention and Destruction.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 10-21-2020:** Added Reference(s) to Policy Grid: Missouri Community College Record Retention Schedule; General Record Retention Schedule; eCFR 382.307