



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 3044 ARCHIVES AND RECORDS DISPOSITION

- 1.0 As required by Section 201.1 of the Rules and Regulations of the Archives and Records Commission, the State Records Administrator must be notified thirty (30) days in advance of any destruction or disposition of State Records. Destruction or disposition of State Records must be carried out in accordance with the appropriate Records Disposition Schedule.
- 2.0 The Director of Staff Development is the designated records management coordinator and will provide each Accountability Unit or department with a disposition schedule and information necessary to ensure compliance with the Archives and Records Commission.
- 3.0 Each accountability unit or department will appoint a representative that will ensure the proper disposition of Archives and Records within their units.
- 4.0 Departmental Representatives will direct questions regarding proper dispositions to the records management coordinator. Prior to disposition, the records management coordinator, together with the Departmental Representative, will submit applicable forms to the Archives and Records Commission.

Applicable Laws: 67 O.S. Supp. 1989 § 305-317

Effective Date: 12-07-1998