

311.1 – Records Retention

Purpose:

The purpose of this operational procedure is to establish Bismarck State College's records management procedure by identifying, classifying, archiving, preserving, and destroying records as directed by [SBHE Policy: 311 Public Records](#)

Procedure:

The university system office and each institution shall maintain a continuing program for the management of records as required by N.D.C.C. ch. 54-46 using the North Dakota Colleges/Universities General Records Retention Schedule maintained and updated by the ND Information Technology Department and as supplemented by institution specific retention schedules maintained by individual institutions. Records received or created by Board members are governed by the system office program.

The North Dakota Century Code ([N.D.C.C 54-46-02](#)) defines a record as a "document, book, paper, photograph, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business." A "state record" is further defined as "a record of a department, office, commission, board, or other agency, however designated, of the state government."

A Records Retention Program Team is charged with creating and maintaining a Records Retention Program to comply with SBHE Policy 311. The team comprises the following:

- Cataloging & Metadata Librarian (Chair)
- Controller
- Director of Student Financial Services
- Chief Information Officer
- Associate Registrar
- Dean of Humanities, Arts & Sciences
- CE Operations Accounting Associate
- Human Resources Specialist
- Administrative Assistant, Executive Vice President

The team's responsibilities include:

- Develop and maintain the Records Retention Program
- Develop and monitor Records Retention training of relevant staff and departments
- Provide oversight, guidance, and interpretations for the records retention department coordinators

- Develop additional campus specific schedules as needed, and clarify campus vs. NDUS retention responsibilities
- Annually review and update the Program

Records Retention Schedule:

SBHE policy 311.1 – Litigation Hold directs as follows: A litigation hold may impact the NDUS' established records management program, requiring certain documents and electronic information to be retained for longer periods of time, sometimes indefinitely, in an unaltered form.

Records retention schedule --

<http://www.nd.gov/itd/sites/itd/files/legacy/retention/215/215-006/University-General-Records-Retention-Schedule.pdf>

References:

[SBHE Policy: 311 Public Records](#)

[N.D.C.C. ch. 54-46](#)

[NDUS Procedure: 311.1 Litigation Hold](#)

History:

The first policy draft reviewed by the Operations Council on May 27, 2015, and approved by the Executive Council on December 9, 2015. Revised – December 21, 2016, November 6, 2017, February 14, 2019. Changed to Operational Procedure and approved by Doug Jensen on October 13, 2023.

Reviewed and approved by the Executive Vice President on June 25, 2025.