

#### **C.2.4.1 (Procedure) Records Management**

Responsible Department: Vice Chancellor for Finance and Administration

Based on Board Policy: [C.2.4](#) - Records Management

Approved: 8-18-09

Last Amended: 2-26-14

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The College District Records Management Procedures and records retention schedules are available through the link below:

<http://share.alamo.edu/ffa/WebPages/RecordsManagement.aspx>

*Legal Reference - TACC Policy Reference Manual*

CIA(LEGAL) - Equipment and Supplies Management: Records Management