

C.02.04.01 Records Management Procedure

Responsible Department: Finance and Fiscal Services

Based on Board Policy: [C.02.04](#) - Records Management

Approved: 8-18-09

Last Amended: 2-26-14, 6-16-25



A L A M O
C O L L E G E S
D I S T R I C T

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

<https://alamo0.sharepoint.com/sites/RecordsManagement>

Legal Reference - TACC Policy Reference Manual

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