

C.2.4.1 (Procedure) Records Management

Responsible Department: Legal Services, Vice Chancellor for Finance and
Administration

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

Approved: 8-18-09

Last Amended:

The College District *Records Management Procedures Manual* and records retention schedule are available at this website:

http://www.alamo.edu/district/legal/records_retention.htm

Legal Reference - TACC Policy Reference Manual

CIA(LEGAL) - Equipment, Supplies, and Office Management: Records Management
Program