I. COLLEGE PROPERTY..... 1
II. COLLEGE RECORDS AND DOCUMENTS..... 1

I. COLLEGE PROPERTY

It is the responsibility of all members of the College community to protect College buildings, grounds, equipment, and property. Employees are expected to report maintenance and repair requests as specified in procedures adopted by the President. All other members of the College community should report any maintenance or repair issues to a College employee.

Any person who willfully damages or destroys any College property will be liable for the replacement or repair of such property and may be subject to disciplinary and legal action. Notwithstanding this section, the College shall not withhold or deduct from an employee's earned pay to recover the expense incurred in replacing or repairing wilfully damaged or destroyed property.

Employees shall promptly report in writing to their supervisors the loss of any College property. Students and visitors should report property loss or destruction of College property, records, or documents to the Vice President of Advancement and Operations or General Counsel.

II. COLLEGE RECORDS AND DOCUMENTS

It is the responsibility of all College employees to a) protect and preserve records and documents in their custody and b) to avoid acts or omissions that could result in the loss or destruction of records and documents not in their custody.

Records and documents in the College's custody are for official purposes only. It is unlawful to remove, tamper, or destroy records and documents from files without either a) approval from proper authority or b) as otherwise authorized under the records retention schedule. Individuals who inappropriately or unlawfully remove, tamper, or destroy College records will be subject to disciplinary and legal action.

See Policy 2.3.8 - College Records for more information.

REFERENCES

Statutory References	None
Regulatory References	None
Relevant Guidance	None
Policy Manual Cross-References	Referencing: ● Policy 2.3.8 - College Records

POLICY HISTORY

February 10, 2026	Adopted.