

Madison College



Policy #2502

Record Retention

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Responsible office(s)	Finance and Administration
Keywords	retention; records; record storage

POLICY PURPOSE

Establishes compliance with state and federal record retention schedules.

SCOPE

DEFINITIONS

POLICY STATEMENT

Madison Area Technical College (“Madison College”) personnel, including but not limited to employees, consultants, and others working for the College are required to comply with record management policies such as those outlined in Wisconsin Statutes, the Board of Regents policies, Federal regulations, Wisconsin Technical College System policies, and any other regulation placed upon the work being completed as a Madison College employee.

Compliance with these record management policies includes record retention, confidentiality, disposal, and storage of not only paper documentation but also electronic documentation.

LINKS TO STATE/FEDERAL REGULATIONS

- [Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Wisconsin Public Records Board](#)

SUPPORTING DOCUMENTS

RELATED POLICIES

REVISIONS

1/20/2026..... Formatted to ensure highest level of accessibility