

**SOUTHWESTERN ILLINOIS
COLLEGE
DISTRICT 522
BOARD POLICY MANUAL**

**POLICY
STATEMENT**

POLICY ISSUE: Employment and Payroll Records
Retention

POLICY CODE: 3001

DATE ADOPTED: March 20, 1991

DATE(S) REVIEWED: November 2010

DATE(S) AMENDED: December 2010

It is the policy of Southwestern Illinois College to adhere to the Illinois record retention requirements administered by the Records Management Section of the Illinois State Archives as they pertain to employment and payroll records.