



## College of The Albemarle Policy

**Policy Number: 2.2.2**

**Pages: 1 of 1**

---

**Title: Protection and Care of College Property**

**Related Policy and Procedures: Procedure 6.3.7.2**

**Division of Responsibility: Operations**

---

It is the responsibility of all members of the college community to protect college buildings, grounds, and equipment.

- I. 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.
- II. Employees shall promptly report in writing to their supervisors the loss of any college property or loss and/or destruction of any official college records or documents. Students and visitors should report property loss or destruction of college property, records, or documents to the Chief Operations Officer. Reports shall be submitted within two (2) College working days via the College's online incident reporting system.
- III. 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 approval from proper authority or as otherwise authorized under the records retention schedule. Individuals who remove, tamper, or destroy college records will be subject to disciplinary and legal action.

June 13, 2023

October 8, 2024

October 8, 2024

---

**Date Approved by Board of Trustees**

---

**Date of Last Review**

---

**Date of Last Revision**