



SUNY Orange Policy Manual

Policy Number	Policy Title
BP2.4	Protection/Care of Property and Documents

All College employees have a responsibility to protect College buildings, grounds and equipment. Any employee who willfully damages or destroys any College property will be subject to disciplinary action, including but not limited to removal from campus, possible criminal prosecution, and liability for the replacement or repair of such property.

Employees shall promptly report in writing to their supervisor damage to or loss of any College property, or loss or mutilation of any official College records or documents. The records and documents in the custody of College employees are for official purposes only. It is unlawful to remove, conceal, alter, mutilate, obliterate or destroy records and documents from files without approval from the proper College authority.