



RECORDS RETENTION & DISPOSAL SCHEDULE

APPROVED 6.08.2021

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 08/17/2020

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: College/University

| | |
|---|-------------------------------|
| Government Unit Name Bay de Noc Community College | Department Name All |
|---|-------------------------------|

SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

| | |
|---|-----------------------------------|
| E-SIGNED by Laura Coleman on 2021-05-06 10:05:14 EDT | |
| Local Government Agency Representative | |
| E-SIGNED by Brice Sample on 2021-05-06 11:01:18 EDT | |
| Department of Technology, Management and Budget, Records Management Services | |
| E-SIGNED by Mark Harvey on 2021-05-10 09:41:21 EDT | |
| Department of Natural Resources, Archives of Michigan | |
| E-SIGNED by Shelby Troub on 2021-06-29 14:35:38 EDT | Approval Date: 6/8/2021 |
| State Administrative Board | |

SECTION 3. RECORD INVENTORY

Records Retention and Disposal Schedule Index

| | |
|--|-------|
| Introduction: Public Records | 1 |
| Introduction: Retention & Disposal Schedules..... | 1-2 |
| Introduction: Public Disclosure | 2 |
| Introduction: Suspending Destruction..... | 2 |
| General Schedule..... | 3-5 |
| Board of Trustees Schedule | 6-8 |
| President’s Office Schedule | 9 |
| College Advancement & Foundation Schedule | 10-11 |
| Business Office Schedule | 12-17 |
| Payroll Schedule | 18-20 |
| Human Resources Schedule..... | 21-28 |
| Information Technology Schedule | 29-31 |
| Institutional Research Schedule | 32-33 |
| Safety & Security Schedule | 34 |
| Facility Operations Schedule..... | 35-37 |
| Fleet Vehicles Schedule | 38 |
| Federal Student Aid..... | 39-43 |
| Student Records – Student Services Admissions..... | 44 |
| Records & Registration | 45-47 |
| Office of Accessibility | 48-49 |
| Training & Development..... | 50 |
| Academic Affairs | 51 |
| Student Housing..... | 52 |
| Student Life | 53 |
| Athletics..... | 54 |
| Library | 55 |

BAY de NOC COMMUNITY COLLEGE

RECORDS RETENTION & DISPOSAL SCHEDULE INTRODUCTION

Public Records

The Michigan Freedom of Information Act (FOIA) ([MCL 15.231-15.246](#)) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

Retention and Disposal Schedules

Michigan law (MCL [399.5](#) and [750.491](#)) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs. Local situations may require retention beyond the periods listed, and nothing prevents a school district from retaining records longer than the specified period of time. Schedules also identify when records may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation.

Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule. All schedules are approved by the Records Management Services, the Archives of Michigan and the State Administrative Board. There are two types of schedules that government agencies may use:

- A “general schedule” will cover records that are common to a particular type of government agency, such as a school district. General schedules may not address every single record that a particular agency may have in its possession. *General schedules do not mandate that any of the records listed on the schedule be created.* However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.
- Any record that is not covered by a general schedule must be listed on an “agency-specific schedule” that will address records that are unique to a particular government agency. Agency-specific schedules always supersede general schedules. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency.

Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using different recording media.

Government agencies are responsible for ensuring that all of their records (regardless of

format) are properly retained and remain accessible during this entire retention period. All records need to be stored in a secure and stable environment that will protect them from tampering, damage and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, institutions should work with their information technology staff to develop preservation plans for retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records Reproduction Act, [MCL 24.401-24.406](#)) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Public Disclosure

Select records series that are listed on this schedule may be exempt from public disclosure, in accordance with the provisions of various state and federal laws. Please consult with your attorney if you need additional information.

Suspending Destruction

Institutions must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if they receive a FOIA request, if they believe that an investigation or litigation is imminent, or if they are notified that an audit, investigation or litigation has commenced. If relevant records exist in electronic formats (such as e-mail, digital images, word processed documents, databases, backup tapes, etc.), the institution may need to notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties.

**Records Retention and Disposal Schedule for all Record Formats
Bay de Noc Community College, Escanaba MI**

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|--------------|---------------|----------------------------|---|---|
| General | 100 | Non-Record Materials | Non-record materials are recorded information but are not needed to document the performance of an official function. An agency's disposition practices need to include managing non-record materials, because their volume may exceed that of records that do document official functions. Examples may include: draft documents replaced by new or final versions; duplicate copies; advertisements, junk mail; tracking documents; research and reference materials collected from an outside source and not needed to document how a final decision is made; Outlook Tasks. | RETAIN UNTIL: No longer needed for reference purposes. THEN: Destroy |
| General | 101 | Subject Files | These records are used to support administrative functions of offices or departments. Records may support analysis, program and project planning, procedure development, and programmatic activities or initiatives. Subject files are generally organized alphabetically by topic. Subject files do NOT include files related to records identified in this retention schedule. For topics of continuing interest, files may be segmented into annual files. | RETAIN UNTIL: No longer of interest for ongoing administration. PLUS: 2 years THEN: Destroy |
| General | 102 | General Correspondence | General correspondence does not pertain to a specific issue, employee or student, and it is often organized chronologically or by correspondent's name. General correspondence may include referral correspondence. If the correspondence does pertain to a specific issue it should be filed with other relevant records. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are "non-records" that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|---------|--------|---|--|---|
| General | 103 | Transitory Correspondence | Transitory correspondence is any form of written communication with a short-term interest that has no documentary value and need not be retained more than 30 days. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records. | RETAIN UNTIL: No longer of use for reference. THEN: Destroy |
| General | 104 | Comment or Complaint Logs | Logs and supporting information documenting complaints from students and the community. | RETAIN UNTIL: The end of an HLC accreditation cycle PLUS: 1 year THEN: Destroy |
| General | 105 | Meeting Records | These records may include meeting minutes, agendas, and distribution materials related to staff meetings, meetings with other institutions, etc. However, it does not apply to meetings of the Board of Trustees and its subcommittees. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy |
| General | 106 | Policies, Procedures, Bylaws and Directives | These records document the College's policies, procedures, etc. (including those approved by the Board of Trustees). | RETAIN UNTIL: Replaced by a new version THEN: Destroy |
| General | 107 | Accreditation/Licensure Certificates | These documents are prepared by the accreditation/licensure organization(s) to document the College's status. | Permanent |
| General | 108 | Accreditation/Licensure Correspondence | General correspondence that exists related to accreditation/licensure cycles. | RETAIN UNTIL: The end of an accreditation or licensure cycle. PLUS: 1 year THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are "non-records" that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|--------------|---------------|----------------------------|--|--|
| General | 109 | Planners/Calendars | These may be electronic or manual planners, calendars, and Outlook Journal feature, used to track an individual employee's work-related meetings, assignments, and tasks. Individual employees are responsible for retaining their planners/calendars for the duration of this retention period. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy |
| General | 110 | Budget Planning | These records are developed and maintained by each department to forecast the need for new facilities, equipment, supplies, staff, programs, etc. They may include budget requests, statistics, etc. | RETAIN UNTIL: No longer needed to administer the budget for the current fiscal year and to prepare future budget requests. THEN: Destroy |
| General | 111 | Grants | These files are used to administer grants that are applied for by the institution from state, federal and private agencies. These files may contain applications, budgets, worksheets, adjustments, plans, rules and regulations, award letters, committee records, staffing sheets with account numbers, grant evaluation/monitoring reports, audits, periodic progress reports, etc. | RETAIN UNTIL: The grant is closed out, plus any additional time that is required by the granting agency for auditing purposes. THEN: Destroy |
| General | 112 | Final Grant Reports | Reports required to close out a grant. | RETAIN UNTIL: End of audit or retention period required by the granting agency. PLUS: 2 years THEN: Destroy |
| General | 113 | Memorabilia | This series includes photographs, news clippings, certificates, awards, etc. that document events and activities of the College. | RETAIN UNTIL: No longer of reference value to the College. THEN: Submit records that may be of historical value to the College Library Archivist or Destroy. |
| General | 114 | Subpoenas | Subpoenas received along with a copy of requested information and release authorization. | RETAIN UNTIL: Subpoena has been satisfied. PLUS: 1 year THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are "non-records" that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|-------------------|---------------|---|--|---|
| Board of Trustees | 200 | Board of Trustees Meeting Records – Open Sessions | These records document the proceedings of the College’s Board of Trustees and its subcommittees. They may include the approved minutes and meeting packets containing any materials that are distributed to board members for review (such as budgets, policies, contracts, resolutions, etc.). This series does not include meeting notices or documentation of meeting related expenditures. Draft notes, audio and/or video recordings of the meetings can be destroyed once the minutes are approved. These records are preserved permanently to document the institutional memory of the College. | Permanent |
| Board of Trustees | 201 | Board of Trustees Meeting Records – Closed Sessions | These records may consist of minutes taken during a closed session of the board, including any audio or visual recordings, and information distributed for consideration during a closed session. | RETAIN UNTIL: Approval of the minutes of the meeting at which the closed session was held (as defined by the Open Meetings Act) PLUS: 1 year, and 1 day THEN: Destroy |
| Board of Trustees | 202 | Notices of a Public Meeting | The Open Meetings Act requires public bodies to publish a notice to the public prior to holding a meeting or a hearing. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy |
| Board of Trustees | 203 | Board Member Files | These files contain information about people who served on the College’s Board of Trustees. They may contain the Constitutional Oath of Office, Certificate of Election, professional or biographical information. | RETAIN UNTIL: Individual is no longer serving as a member of the board PLUS: 10 years THEN: Destroy or send to College Archives for members who served 10 or more years. |
| Board of Trustees | 204 | Board Member Election Results | These records document the final vote count for each board election and include the Board of Canvassers certification. The Office of Record is the County Clerk’s Office. The College retains these records for information only. | RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are “non-records” that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|-------------------|---------------|--|---|--|
| Board of Trustees | 205 | Board Member Vacancy Files | These records document appointment to the Board of Trustees when a vacancy occurs that requires appointment. | RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy |
| Board of Trustees | 206 | Millage Proposal Files | These records document millage proposals. They may include the presentations, research, budgetary documents, ballot language, attorney opinions, and board resolutions. These files will include election materials if the College is responsible for administering the election. | RETAIN UNTIL: Date created PLUS: 20 years THEN: Destroy |
| Board of Trustees | 207 | Tax Levy Certification | These records are used to calculate the amount of taxes that will be collected, based upon the millage rate and the taxable value. The files include the L-4028 and L-4029 Tax Levy Certification forms and are retained permanently after approval by the Board of Trustees. | Permanent |
| Board of Trustees | 208 | Annexation | These records document the annexation of a community college district. They may include copies of board resolutions, election results, maps, correspondence, supporting documentation, etc. | RETAIN UNTIL: Date created PLUS: 50 years THEN: Destroy |
| Board of Trustees | 209 | Founding Documents | These records document the establishment of the College, including West Campus. | Permanent |
| Board of Trustees | 210 | Budget | A copy of each year's operating budget summary is retained permanently after approval by the Board of Trustees. Additional budget information is included in the Board of Trustees meeting records. | Permanent |
| Board of Trustees | 211 | Audits – Final Statements | Final reports submitted by the auditors and retained permanently after accepted by the Board of Trustees. Reports may include Federal Programs and State of Michigan Auditor General Reports. | Permanent |
| Board of Trustees | 212 | West Campus Advisory Board Meeting Minutes—Open Sessions | The approved meeting minutes of the College's West Campus Advisory Board. Draft notes, audio and/or video recordings of the meetings can be destroyed once the minutes are approved. These records are preserved permanently to document the institutional memory of the College. | Permanent |

The Department is the Office of Record responsible for retention and disposal. Duplicates are “non-records” that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|-------------------|---------------|---|---|---|
| Board of Trustees | 213 | West Campus Advisory Board Meeting Minutes—Closed Sessions | The approved minutes taken during a closed session of the West Campus Advisory Board, including any audio or visual recordings and information distributed for consideration during a closed session. | RETAIN UNTIL: Approval of the minutes of the meeting at which the closed session was held (as defined by the Open Meetings Act) PLUS: 1 year, and 1 day THEN: Destroy |
| Board of Trustees | 214 | Master Agreements for Full-Time and Part-Time Faculty | Master Contract agreements with the Full-Time and Part-Time Faculty Associations approved by the Board of Trustees. | Permanent |
| Board of Trustees | 215 | Strategic Planning Documents | Strategic Plans approved by the Board of Trustees. | Permanent |
| Board of Trustees | 216 | Mission, Vision, Guiding Principles or Values, Purpose Statements | Institutional mission, vision, guiding principles or values, purpose statement approved by the Board of Trustees. | RETAIN UNTIL: Replaced by a new version THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are “non-records” that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|--------------------|---------------|--|---|--|
| President's Office | 300 | Speeches | These files document official presentations conducted by the President. They may contain electronic presentations, speaker notes, formal papers, etc. | RETAIN UNTIL: No longer of value for preparing future presentations, or for documenting significant events THEN: Submit speeches that may be of historical value to the College Library Archivist or Destroy |
| President's Office | 301 | Freedom of Information Act (FOIA) Requests | This file will document any requests for information or public records maintained by the College. They may include requests for information, correspondence, a copy of the information released, and billing information. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy |
| President's Office | 302 | Lobbying Reports | These records include the annual Lobby Finance Report and documentation of receipt. | RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are "non-records" that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|----------------------------------|---------------|--|--|---|
| College Advancement & Foundation | 400 | Foundation Board Origination, Meeting Minutes & By-Laws | These records document the proceedings of the board meetings and the founding charter of the Bay de Noc Community College Foundation, including the determination letter recognizing exempt status, articles of incorporation and by-laws with amendments. | Permanent |
| College Advancement & Foundation | 401 | Foundation Audit Reports | Final reports submitted by the auditors and retained permanently after accepted by the Foundation Board. | Permanent |
| College Advancement & Foundation | 402 | Foundation Annual Reports | These annual records document the business and financial activities of the Foundation including donor schedules of financials. | RETAIN UNTIL: No longer of value to the College and/or Foundation THEN: Destroy |
| College Advancement & Foundation | 403 | Foundation Tax Returns | These documents include the Foundation 990 non-profit IRS filings and supporting documents. | RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy |
| College Advancement & Foundation | 404 | Donor/Scholarship Agreements & Foundation Board Member Records | These records document the donor agreements, initial funding, significant communications and Foundation Board member records. | RETAIN UNTIL: No longer of reference value to the College and/or Foundation PLUS: 10 years THEN: Destroy |
| College Advancement & Foundation | 405 | Alumni Association Records | These documents include the records of the Bay College Alumni Association, including by-laws, board members, meeting minutes, etc. | RETAIN UNTIL: No longer of reference value to the College and/or Foundation PLUS: 10 years THEN: Destroy |
| College Advancement & Foundation | 406 | Advancement Documents | These records may include programmed files such as templates, created documents, procedures, forms, processes, etc. | RETAIN UNTIL: Replaced by a new version THEN: Destroy |
| College Advancement & Foundation | 407 | Advancement & Foundation College Events | These records document events including areas such as golf outings, galas, speakers, performances, concerts, campaigns, anniversaries, etc. They may include press releases, promotions, programs, financial information, templates, and other items created by College Advancement/Foundation to promote the College and/or upcoming event plans. | RETAIN UNTIL: No longer of reference value to the College and/or Foundation PLUS: 2 years THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are “non-records” that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|----------------------------------|---------------|----------------------------|---|--|
| College Advancement & Foundation | 408 | Marketing/Publications | These records may include press releases, promotions, design, newsletters, marketing plans, digital signage, and other items created by the College to promote the College, student recruitment, retention, and/or upcoming events. | RETAIN UNTIL: No longer of reference value to the College and/or Foundation PLUS: 2 years THEN: Destroy |
| College Advancement & Foundation | 409 | Graphics | These records include graphics created by the College such as posters, publications, logos, etc. for happenings and images owned by the College, including constituent consent. | RETAIN UNTIL: No longer of reference value to the College THEN: Submit records that may be of historical value to the College Library Archivist or Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are “non-records” that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|-----------------|---------------|---------------------------------|--|--|
| Business Office | 500 | Insurance Policies | These files include insurance policies that provide coverage for property and casualty, workers compensation, errors and omission, fleet, general liability, umbrella, etc. | RETAIN UNTIL: Whichever is sooner: Expiration Date or 80 years THEN: Destroy |
| Business Office | 501 | Insurance Claims | These files are used to document claims that are submitted to an insurance provider. They may contain claim forms, correspondence and supporting documents for each claim that is submitted. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy |
| Business Office | 502 | Accident Reports/Claims--Adults | Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on College property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property damage, actions taken, recommendations to prevent reoccurrence, etc. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, subsequent claims, etc. | RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy |
| Business Office | 503 | Accident Reports/Claims--Minors | Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on College property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property damage, actions taken, recommendations to prevent reoccurrence, etc. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, subsequent claims, etc. | RETAIN UNTIL: Minor turns 18 years old PLUS: 3 years THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are "non-records" that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|-----------------|---------------|----------------------------------|---|---|
| Business Office | 504 | Bids and Quotes–Awarded | Bids are received from vendors for products, services and contracts that are needed for construction, furnishings, grounds maintenance, trash and snow removal, cleaning services, transportation, etc. These files may include the invitation to bid, request for proposal, the bid documents that are submitted, the reviewer documentation, etc. | RETAIN UNTIL: The contract with the awarded vendor expires PLUS: 6 years THEN: Destroy |
| Business Office | 505 | Bids and Quotes–Not Awarded | Bids are received from vendors for products, services and contracts that are needed for construction, furnishings, grounds maintenance, trash and snow removal, cleaning services, transportation, etc. These files may include the invitation to bid, request for proposal, the bid documents that are submitted, the reviewer documentation, etc. | RETAIN UNTIL: A bid is awarded PLUS: 2 years THEN: Destroy |
| Business Office | 506 | Contracts, Leases and Agreements | These contracts may cover a variety of services including construction, custodial work, copiers, facility rental, information technology service providers, maintenance, wiring, telephone services, employment, land, etc. These files may include contracts, correspondence with the vendor, warranties, copies of purchase orders, etc. | RETAIN UNTIL: Expiration Date PLUS: 6 years THEN: Destroy |
| Business Office | 507 | Release & Settlement Agreements | Agreements where the College is the Plaintiff | RETAIN UNTIL: Agreement is created PLUS: 7 years THEN: Destroy |
| Business Office | 508 | Release & Settlement Agreements | Agreements where the College is the Defendant | Permanent |
| Business Office | 509 | Annual Budget | These records document the requested and adopted amount of money for all departments, along with any amendments, that is appropriated for each account/line item for each fiscal year. These records may include work papers. A copy of all approved budgets will be retained permanently by the Board of Trustees. | RETAIN UNTIL: Fiscal year ends PLUS: 5 years THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are “non-records” that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|-----------------|---------------|-------------------------------|---|---|
| Business Office | 510 | Financial Data System | This record is used as a general ledger to track and document financial transactions. It is usually maintained as a database or spreadsheet. It may contain digital images, electronic documents and electronic correspondence that serve as supporting documents to each transaction. This system may also contain data that documents other college functions, such as payroll, pensions, etc. Select data and supporting documents may need to be retained longer if the transaction relates to a contract, loan or other activity that is not completed within the specified timeframe. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy |
| Business Office | 511 | Accounting Transaction Detail | This record details all revenue, expenditures and balance sheets that are recorded in various accounts. It may be retained as paper, electronic data, computer output microfiche, etc. It also includes the chart of accounts that defines the accounting codes that are used. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy |
| Business Office | 512 | Receivables | These records document items that are purchased by others or services that are provided to others. They may include invoices, cash receipts, support documents, agreements, ledgers, etc. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy |
| Business Office | 513 | Receipts | These records document deposits into various accounts. They may include a cash receipt list, receipt register, etc. Information in these records may include the check number, date, receipt number, description, amount deposited, batch number, account number, etc. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy |
| Business Office | 514 | Gate Receipts | These records identify the amount of money that is collected at each athletic event for admission. They may identify the date, time, event, competition level, number of adult tickets sold, number of child tickets sold, event expenses (ticket takers, clock operators, etc.), etc. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are “non-records” that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|-----------------|--------|-----------------------------------|---|---|
| Business Office | 515 | Journal Entries | These records document transfers between accounts, they record expenses not included in accounts payable, and revenues not in cash receipts. The transaction balance report may identify the account number, account description, transaction amount, date, journal entry number, transaction description, etc. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy |
| Business Office | 516 | Budget Summaries & Balance Sheets | These records document the status of budgetary activity on each account. They may identify the account balances per month and year to date, activity within the month on each account, etc. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy |
| Business Office | 517 | Payment Records | These files document the payment for goods and services. They may include purchase orders, packing slips, requisitions, invoices, etc. Note: individual records that document the purchase of a fixed asset may need to be retained until the asset is disposed of. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy |
| Business Office | 518 | Telephone/Communications Bills | These bills are received from the telephone service provider and may be used to generate bills that are distributed to each department. These bills may cover services for telephones, cellular phones, pagers, etc. These records may contain the call detail and the financial statement. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy |
| Business Office | 519 | Procurement Card Applications | These records document which employees are issued a procurement card for making purchases. These files may include the procurement cardholder application, cardholder agreement form, the cardholder maintenance form, etc. | RETAIN UNTIL: The procurement card is no longer held by the cardholder PLUS: 5 years THEN: Destroy |
| Business Office | 520 | Bank Activity | These records document activity on the College's bank account. They may include deposit slips, reconciliations, cancelled checks, check registers, bank statements, electronic funds transfer transactions, etc. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy |
| Business Office | 521 | Qualifying Statements | These forms are submitted annually to the Michigan Department of Treasury. They permit the College to buy bonds. If a bond is purchased, these records will be maintained as supporting documentation. If no bonds are sold, these records can be destroyed after 1 year. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are "non-records" that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|-----------------|---------------|--|---|--|
| Business Office | 522 | Final Affidavit of Payment | The final affidavit of payment is evidence that all funds that were borrowed by the College were paid back in full. | Permanent |
| Business Office | 523 | Bond Cremation Certificates | The Bond Cremation Act (PA 56 of 1962) requires obligations or interest coupons upon maturity, to be cremated or disintegrated and receive a certificate documenting the destruction of the records. | Permanent |
| Business Office | 524 | Fixed Asset Inventory Data | This record is a list of all major property and its book value. College policy determines the value at which property must be included on an inventory. The value of these items is then distributed across the useful life of the property. Information on the inventory may include a description of the item, value, date purchased, depreciation amount, insurable value, building location, etc. | RETAIN UNTIL: The annual report for the fiscal year in which the item was disposed is audited. THEN: Destroy |
| Business Office | 525 | Disposition of Scrap and Surplus Materials | These records document the disposition (destruction or sale) of scrap and surplus materials. They may include authorizations, correspondence, receipts, inventories, etc. | RETAIN UNTIL: Fiscal year ends PLUS: 3 years THEN: Destroy |
| Business Office | 526 | Audits--Support Documents | Audits of finances are conducted annually by an independent certified public accounting firm. These files may include work papers, schedules, reconciliations, etc. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy |
| Business Office | 527 | Audits--Final Report | This final report is submitted by the auditors. A copy of final audit reports will be retained permanently in the governing body's meeting records. However, this office may select to keep a permanent copy too. | RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy |
| Business Office | 528 | Financial Projections/Plans/Forecasts | These reports contain multi-year projections/plans/forecasts about anticipated income and/or expenditures. They may cover capital improvement projects, construction cost schedules, general fund revenue, fund balances, taxable value, road projects, etc. | RETAIN UNTIL: Replaced by a new version. THEN: Destroy |
| Business Office | 529 | Indirect Costs | These records are created annually to determine the allowable indirect cost rate that the College may charge to various state and federal grants. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are "non-records" that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|-----------------|---------------|----------------------------------|--|---|
| Business Office | 530 | State Reports | College is required to submit various financial reports to the Michigan Department of Treasury annually. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy |
| Business Office | 531 | Municipal Finance and Borrowings | These files document bonds for capital and construction projects, including notes, Bond Loan Fund, etc. They may include transcripts of bond proceedings and other supporting documentation. | RETAIN UNTIL: Expiration Date PLUS: 7 years THEN: Destroy |
| Business Office | 532 | Independent Contractor Files | These files are maintained on all contractual employees. They may include 1099 forms, W-9 forms, verification of insurance, copies of contracts, etc. | RETAIN UNTIL: Expiration Date PLUS: 6 years THEN: Destroy |
| Business Office | 533 | Warranty Deeds | These documents are held for each piece of real estate owned by the College. | RETAIN UNTIL: The property is sold THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are “non-records” that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|--------------|---------------|---|--|---|
| Payroll | 600 | Employee Files--Employees Enrolled in Defined Benefit Plans and/or Defined Contribution Plans | These files are maintained on each employee who is enrolled in a pension plan (such as the Michigan Public Schools Employees Retirement System) or who are enrolled in a defined contribution plan only and do not receive a pension. <i>They document activities that affect payroll.</i> They may include W-4, hiring authorizations, requisitions, pay increase/change of status notices, contract calculations, long-term disability, retirement purchases, current enrollment for benefits (including health, life, disability, dental, vision and supplemental insurance), credit union deposits, flexible spending accounts, investments in tax deferred accounts (such as 403B, 401K, 457, etc.), employee/employer deferral elections, employee/employer loan agreements, contribution limit testing, supporting documentation for garnishments, levies and deductions, tax deferred payment agreements, retirement beneficiary forms, final salary affidavit, electronic funds transfer applications, etc. | RETAIN UNTIL: No longer employed PLUS: 7 years THEN: Destroy |
| Payroll | 601 | Salary and Benefit Schedules | These records document the rate of pay for employees and define the benefits that are offered. | RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy |
| Payroll | 602 | Payroll Registers | These reports are produced to document payroll activities. Information in the report may include the employee name, social security number, employee identification number, gross wages, deductions, net pay, current pay period, year to date earnings, etc. | RETAIN UNTIL: Fiscal year ends PLUS: 50 years THEN: Destroy |
| Payroll | 603 | Payroll Reports | Various reports are generated for each pay cycle to verify the accuracy of the payroll. These reports may include payroll summaries, pay journals, check registers, account distributions, payroll liabilities, payroll transactions, payroll account creation reports, gross pay balance, deduction registers, etc. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are “non-records” that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|--------------|---------------|---|--|---|
| Payroll | 604 | State Retirement Reports | These reports are prepared to track employee and employer contributions into state retirement plans. Information in the report includes the payroll date, employee name, social security number, employee identification number, retirement hours, wage code, classification, retirement wages, withholding for the member investment plan, district contribution, rate of pay, contract dates, number of payments per year, etc. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy |
| Payroll | 605 | Time and Attendance | These records are submitted by employees for each pay period to document hours worked and leave time used. In addition, these records contain the statement that is furnished to each employee at the time of payment. The statement will identify the hours worked by the employee, the gross wages paid, the pay period for which payment is being made, itemized deductions, itemized fringe benefits, wage assignments, garnishments and levies. | RETAIN UNTIL: Fiscal year ends PLUS: 3 years THEN: Destroy |
| Payroll | 606 | Federal/State Tax Deductions | These records document payment of financial liabilities for monies withheld from employee wages. The records may include the quarterly form 941 reporting to the Internal Revenue Service for taxes withheld, quarterly transfer of state withholding and sales taxes, Medicaid wage detail, quarterly reports, etc. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy |
| Payroll | 607 | W-2 and W-3 Forms | This form documents the annual gross wages, federal, state, Medicare, Social Security, and local taxes withheld for the purpose of reporting income taxes. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy |
| Payroll | 608 | Unemployment Insurance Agency (UIA) Reports | These reports are generated for both contributing and reimbursing employers, generally on a quarterly basis, to identify employees, their wages, social security numbers, etc. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy |
| Payroll | 609 | Unemployment Claims | These records are received from the Unemployment Insurance Agency. Agency identifies people who are claiming unemployment benefits from the College. Reports are used to verify that the people are entitled to these benefits, and to resolve discrepancies. They may | RETAIN UNTIL: Fiscal year ends PLUS: 1 year THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are “non-records” that do not need to be retained.

| | | | include correspondence, appeals, etc. | |
|--------------|---------------|----------------------------|---|---|
| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
| Payroll | 610 | Wage Differential Reports | These records explain any wage differential between sexes and substantiating documents. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are “non-records” that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|-----------------|---------------|-------------------------------|---|---|
| Human Resources | 700 | Personnel Files | These files are maintained on each employee of the College. They document hiring, promotion, demotion, transfer, layoff, performance, discipline, terminations, etc. They may include employment applications and resumes, job descriptions and classification history, clippings, correspondence, service record change forms, attendance, evaluations, investigations, COBRA, training records, blood-borne pathogen training, contracts, disciplinary records, layoff notices, recall notices, apprenticeships, transcripts, tuition reimbursement policy acknowledgments, property sign-out forms, certifications, current driver's licenses, driving records, police accident reports, exit interviews, severance agreements, etc. | RETAIN UNTIL: No longer employed PLUS: 6 years THEN: Destroy |
| Human Resources | 701 | Employee Database | The College may maintain electronic data to administer personnel and payroll functions including timekeeping, tenure, payroll, retirement, etc. | RETAIN UNTIL: No longer employed PLUS: 6 years THEN: Destroy |
| Human Resources | 702 | Employment Verification Forms | These forms are received from mortgage or credit companies that want to verify the employment status of an employee. | RETAIN UNTIL: Date created PLUS: 30 days THEN: Destroy |
| Human Resources | 703 | Background Files | These files document that the College conducted appropriate background checks on employees. These files may contain release forms to conduct criminal history checks, fingerprint checks and professional conduct checks, and the results of those checks. They may also include driving records, drug and alcohol tests, physical exam results, polygraph test results, credit history reports, etc. | RETAIN UNTIL: No longer employed PLUS: 6 years THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are "non-records" that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|-----------------|--------|-----------------------|--|--|
| Human Resources | 704 | Medical Files | These files document private medical information for a specific employee, including disability accommodations. They may contain insurance forms, physician correspondence, tuberculosis tests, polygraph test results, off-work notices, Family Medical Leave Act forms and requests, long and short-term disability paperwork, drug and alcohol tests, physical exams, accident reports, personal requests, etc. [29 CFR 1910.1020(d)] These records must be retained separately from personnel files. The medical records of employees who have worked for less than 1 year for the employer need not be retained beyond the term of employment, if they are provided to the employee upon the termination of employment. Note: this series does not include the official copy of insurance claims, which are usually retained by the Business Office. | RETAIN UNTIL: No longer employed PLUS: 30 years THEN: Destroy |
| Human Resources | 705 | Employee Test Results | Some employees attend professional development, continuing education, licensing and/or certification training. These records will document the results of tests that employees may take when completing these courses. Other training records are kept in the employee file. | RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are “non-records” that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|-----------------|---------------|----------------------------|--|---|
| Human Resources | 706 | COBRA Plans | Congress passed the Consolidated Omnibus Budget Reconciliation Act (COBRA) health benefit provisions in 1986. The law amends the Employee Retirement Income Security Act, the Internal Revenue Code and the Public Health Service Act to provide continuation of group health coverage that otherwise might be terminated. COBRA provides certain former employees, retirees, spouses, former spouses, and dependent children the right to temporary continuation of health coverage at group rates. This record will include copies of all COBRA required notices, any valid documentation or signed acknowledgements that the notices were received by the employee/qualified beneficiary; detailed documentation related to any instance in which COBRA continuation is not offered, enrollment forms, correspondence, monthly statements, status reports, etc. | RETAIN UNTIL: Qualifying event takes place PLUS: 6 years THEN: Destroy |
| Human Resources | 707 | Employee Training | These files document attendance at mandatory training. They may include class lists. Additional documents will be retained in the personnel file. | RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy |
| Human Resources | 708 | I-9 File | Federal Form I-9 includes verification by employers of identity and immigration status of all new employees. 8 CFR 274 a.2 (1998) requires that employers maintain signed copies of I-9 forms. | RETAIN UNTIL: Date of hire PLUS: 3 years or RETAIN UNTIL: After termination PLUS: 1 year WHICHEVER IS LATER THEN: Destroy |
| Human Resources | 709 | Policies and Procedures | These records document personnel policies and procedures adopted by the College. Drafts and other development should be retained until the final document is adopted. | RETAIN UNTIL: Replaced by a new version PLUS: 6 years THEN: Destroy |
| Human Resources | 710 | Grievances | These files document employee grievances against the College and the resolution of the grievance. They may include written grievances, correspondence, summary sheets, legal documents, employee history information, etc. | RETAIN UNTIL: The contract that the grievance is related to expires PLUS: 1 year THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are “non-records” that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|-----------------|---------------|--|--|---|
| Human Resources | 711 | Employee Complaints | These records document the filing and investigation of a complaint. Complaints may relate to affirmative action, labor practices, disability issues, etc. | RETAIN UNTIL: The complaint is dismissed or resolved PLUS: 7 years THEN: Destroy These records are subject to Title IX retention periods stated in <u>Title IX of the Education Amendments of 1972</u> , 34 CFR Part 106.45 (b)(10) et al |
| Human Resources | 712 | Employee Investigations without Action | If an employer has reasonable cause to believe that an employee is engaged in activity which may result in loss or damage to the employer's property or disruption of the employer's business operation, and the employer is engaged in an investigation, then the employer may keep a separate file of information relating to the investigation. | RETAIN UNTIL: Completion of the investigation, if disciplinary action is not taken (MCL 423.509) PLUS: 7 years THEN: Destroy These records are subject to Title IX retention periods stated in <u>Title IX of the Education Amendments of 1972</u> , 34 CFR Part 106.45 (b)(10) et al |
| Human Resources | 713 | Employee Investigations | If an employer has reasonable cause to believe that an employee is engaged in activity which may result in loss or damage to the employer's property or disruption of the employer's business operation, and the employer is engaged in an investigation, then the employer may keep a separate file of information relating to the investigation. | RETAIN UNTIL: Completion of the investigation PLUS: 7 years THEN: Destroy These records are subject to Title IX retention periods stated in <u>Title IX of the Education Amendments of 1972</u> , 34 CFR Part 106.45 (b)(10) et al |
| Human Resources | 714 | Benefit Plan | These documents define the terms of benefit plans that are available to employees. These files may include the plan documents, plan descriptions, reports, etc. | RETAIN UNTIL: Replaced by a new version PLUS: 6 years THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are "non-records" that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|-----------------|---------------|--|---|--|
| Human Resources | 715 | Employee Injury Records – Exposure | These files include any reports of accidents or injuries involving exposure to toxic substances or blood-borne pathogens. These files are maintained separately from the personnel file. These files may include incident reports, medical reports, responses by supervisors and management, requests for medical leave, insurance forms, applications for continuation of insurance, supporting medical documentation, etc. Access to these files is governed by OSHA 29 CFR 1910.1020(d)(1)(i). | RETAIN UNTIL: Date created PLUS: 30 years THEN: Destroy |
| Human Resources | 716 | Employee Injury Records – Non-exposure | These files include any reports of accidents or injuries involving an employee. Colleges are not required to make annual reports to OSHA, but must report any incident in which more than three employees are injured (29 CFR 1904.2). Records of injuries are kept separate from the personnel file. These files may include incident reports, medical reports, responses by supervisors and management, requests for medical leave, insurance forms, application for continuation of insurance, supporting medical documentation, etc. OSHA requires that any information pertaining to a job-related illness and injury be kept on file for five years after the end of the fiscal year in which the event occurred. | RETAIN UNTIL: Fiscal year ends PLUS: 5 years THEN: Destroy |
| Human Resources | 717 | Employee Injury Records-- OSHA 300 Log | This log identifies all employee injuries within a calendar year. In accordance with 9 CFR 1904.33, this log and other supplementary records shall be retained for 5 years following the calendar year that the records cover. | RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy |
| Human Resources | 718 | Job Descriptions | These records document job classification systems and positions. Job descriptions may include a summary of responsibilities, functions, applicant requirements, salary and benefit classifications, etc. | RETAIN UNTIL: Replaced by a new version PLUS: 6 years THEN: Destroy |
| Human Resources | 719 | Salary Studies | These records document the analysis of employee salaries to ensure fair compensation. They may include research, surveys, reports, etc. | RETAIN UNTIL: No longer of reference value THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are “non-records” that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|-----------------|---------------|---|---|---|
| Human Resources | 720 | Position Re-classifications | These files contain requests from an employee to have a position re-classified, copies of existing and proposed job descriptions, decisions affecting the request and other related documents. | RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy |
| Human Resources | 721 | Job Advertisements/Postings | These records document the advertising of available positions that the College intends to fill, both internally and externally. They may include notices, published advertisements, etc. | RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy |
| Human Resources | 722 | Job Applications - Unsolicited/Ineligible | These files document applicants for positions who were not hired, regardless of whether they were interviewed (this includes unsolicited applications, unless the College has a written policy prohibiting the acceptance of unsolicited applications). They may include resumes, letters of interest, applications, regret letters, qualification exam scores, and supporting documents. | RETAIN UNTIL: Date position is filled or decision made PLUS: 1 year THEN: Destroy |
| Human Resources | 723 | Job Applications – Eligible | These files document applicants for positions who were not hired, regardless of whether they were interviewed (this includes unsolicited applications, unless the College has a written policy prohibiting the acceptance of unsolicited applications). They may include resumes, letters of interest, applications, regret letters, qualification exam scores, and supporting documents. | RETAIN UNTIL: Date position is filled or decision made PLUS: 3 years THEN: Destroy |
| Human Resources | 724 | Selection Files | These records contain all documents that support the appointment and selection of employees. They may contain employment lists, transfer lists, selection criteria, evaluations of candidates, position descriptions, applications, interview questions, reference checks, rating forms, and appointment recommendations/notifications. | RETAIN UNTIL: Date position is filled or decision made PLUS: 3 years THEN: Destroy |
| Human Resources | 725 | Emergency Contacts | These records identify the people that the employee wants to be contacted if they are involved in an emergency situation. | RETAIN UNTIL: Replaced by a new version THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are “non-records” that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|-----------------|---------------|--|---|---|
| Human Resources | 726 | Workers Disability Compensation Files | These files document any claims made for workers disability compensation benefits. They may consist of a copy of the report of the incident/injury made by the employee (original is sent to the insurer), a copy of all reports from the occupational health center, etc. Any litigation is kept in a separate file. | RETAIN UNTIL: The claim is settled PLUS: 7 years THEN: Destroy |
| Human Resources | 727 | Worker Disability Compensation Reports | These reports are received from disability insurance providers. They identify the amount of benefits that were paid from the policy. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy |
| Human Resources | 728 | Labor Agreements and Negotiations | These files document labor negotiations and resulting contracts with individual employees and employee groups. It may include salary and benefit schedules, ground rules, proposals and counter proposals, secondary negotiations, meeting minutes, any agreements, final contracts, etc. Teachers may have individual contracts that are maintained in their personnel file. Separate files are maintained for each employee negotiating groups. | RETAIN UNTIL: Expiration Date PLUS: 10 years THEN: Destroy |
| Human Resources | 729 | Union Files | These files are maintained on each union that represents employees. They may include correspondence, dues information, etc. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy |
| Human Resources | 730 | Seniority Lists | These documents are sent to union presidents for notification of seniority status. | RETAIN UNTIL: Replaced by a new version PLUS: 1 year THEN: Destroy |
| Human Resources | 731 | Affirmative Action Plans | These records document the College's plans to comply with affirmative action requirements. They may include the plan, supporting documentation, analyses, raw data, tests given to employees, validation studies, etc. | RETAIN UNTIL: Expiration Date PLUS: 2 years THEN: Destroy |
| Human Resources | 732 | Adverse Impact Determination | State or federal agencies can audit or investigate for civil rights violations. These records are created after there has been a determination of adverse impact upon employees. They document that the cause of the adverse impact was eliminated. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy |
| Human Resources | 733 | Organization Charts | These records document the organizational structure of the College. They may include mission statements and other supporting documents. | RETAIN UNTIL: Replaced by a new version |

The Department is the Office of Record responsible for retention and disposal. Duplicates are "non-records" that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|-----------------|--------|----------------------|--|--|
| | | | | THEN: Send to College Library Archives |
| Human Resources | 734 | Employee Directories | These records contain contact information for employees. | RETAIN UNTIL: Replaced by a new version THEN: Send to College Library Archives |

The Department is the Office of Record responsible for retention and disposal. Duplicates are “non-records” that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|------------------------|---------------|------------------------------------|---|---|
| Information Technology | 800 | Technology Inventory | This record may be used to inventory equipment, software, telephones, etc. It may contain the tag number, location, serial number, price, account source, etc. | RETAIN UNTIL: The annual report for the fiscal year in which the item was disposed is audited. PLUS: 2 years THEN: Destroy |
| Information Technology | 801 | Software License Agreements | These agreements define how many users are licensed to access each software application. | RETAIN UNTIL: Expiration Date THEN: Destroy |
| Information Technology | 802 | Internet Access Policies/Agreement | These documents define the terms of use and access of the Internet, information technology resources, dial-up access to the network, etc. The documents are used to generate user accounts for staff, teachers and students. They are signed by the user and a parent, if the user is under the age of 18. | RETAIN UNTIL: Users are no longer current THEN: Destroy |
| Information Technology | 803 | Request Tracker | These records document problems with accounts and equipment and requests for new services or access. The documentation associated with the access request is included, such as supervisor or data owner permission. It is used to initiate new projects and to generate repair tickets. It may contain the user name, a description of the problem or project, the location of the equipment, the date/time the request was received and resolved, etc. | RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy |
| Information Technology | 804 | Technology Documentation | These records are used to map and define the technology infrastructure and the wiring of phone lines. They may include security information, identification numbers, passwords, etc. | RETAIN UNTIL: Replaced by a new version THEN: Destroy |
| Information Technology | 805 | Technology Assignments | Some staff are issued 2-way radios, cell phones, laptops, tablets, PCs, etc. to facilitate their day-to-day work. These files contain service contracts, employee contracts, FCC licenses, distribution lists, etc. | RETAIN UNTIL: The equipment is returned by the staff or disposed. PLUS: 2 years THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are “non-records” that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|------------------------|---------------|-------------------------------------|---|---|
| Information Technology | 806 | Technology Training | The information technology staff may conduct training about the use of computer software or equipment for employees. These files contain the training materials. | RETAIN UNTIL: Replaced by updated information THEN: Destroy |
| Information Technology | 807 | Universal Service Fund (USF) | The USF, also known as "e-rate," is a federal program that provides discounts on telecommunications and internet access to public libraries and school districts. These files document the amount of the discount that is awarded to the College and how the allocation was computed. All applicants and service providers are required to retain receipt and delivery records relating to the technology plans, pre-bidding, bidding, contracts, application process, invoices, provision of services, and other matters relating to the administration of the Universal Service Fund. The suggested list of documents to be retained can be found in Paragraphs 45-50 in the FCC's 5th Report and Order (FCC 04-190). | RETAIN UNTIL: The last service date PLUS: 5 years THEN: Destroy |
| Information Technology | 808 | Contracts, Licenses, and Agreements | These records cover hardware, software, services, maintenance, hosting, leases, etc. The information technology office is generally not the office of record for the official legal document, but still needs to maintain these records to administer the terms. | RETAIN UNTIL: Expiration date PLUS: 6 years THEN: Destroy |
| Information Technology | 809 | Project Files | These files document the development of new computer systems for departments, upgrades and maintenance activities. These files may include correspondence, notes, systems documentation, source codes, objects codes, code definitions, system layout, testing, maintenance work, project plans and timelines, operational procedures, data conversion, system migration, etc. Reference copies of requests for proposals, vendor bids and contracts may also be retained, but are not subject to this retention period. | RETAIN UNTIL: The life of the system PLUS: 5 years THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are "non-records" that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|------------------------|---------------|-----------------------------|--|--|
| Information Technology | 810 | Change Control | These records document changes to production systems for routine maintenance, upgrades, enhancements, emergencies, etc. They may include authorizations, activity assignments, activity descriptions, backout/recovery plans, test runs, etc. | RETAIN UNTIL: The life of the system PLUS: 5 years THEN: Destroy |
| Information Technology | 811 | Server and Operational Logs | These logs are generated on an on-going basis by file and network servers, backup systems, security systems, user logins, etc. They document transactions or activity within the system. | RETAIN UNTIL: Replaced by a new version THEN: Destroy |
| Information Technology | 812 | Website Content | The website is an interface to presenting information to the public about programs, events and activities. This record includes the content and layout of the website. Internet technology may be capable of storing inactive web content, but it is not designed to support the preservation of information as technology evolves. Official records that are posted on the website, and are not retained elsewhere, still need to be retained in accordance with an approved Retention and Disposal Schedule. | RETAIN UNTIL: The website is no longer online THEN: Destroy |
| Information Technology | 813 | Website Design | Design, files, procedures, manuals, etc. created for the development and function of the College website. | RETAIN UNTIL: Replaced by a new version THEN: Destroy |
| Information Technology | 814 | Event System Data | Event system data includes reservation schedules, contact information, pricing, setup notes, etc. around events that utilize physical college space. | RETAIN UNTIL: The date of the last booking in the event PLUS: 2 years THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are “non-records” that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|------------------------|---------------|------------------------------|---|---|
| Institutional Research | 900(a) | Survey Data | Employer Satisfaction Survey | RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy |
| Institutional Research | 900(b) | Survey Data | Employer Satisfaction Survey Summary | RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy |
| Institutional Research | 900(c) | Survey Data | Graduate Survey | RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy |
| Institutional Research | 900(d) | Survey Data | Graduate Survey Summary | RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy |
| Institutional Research | 901 | State Reports | Reports submitted to state entities including but not limited to: Fall Perkins Reports (1P1, 2P1,3P1, etc.), fall enrollment reporting, ACS (Activity Classification Structure, Tuition and Fees, Year-end Program Enrollments, Non-Program Enrollments, Occupational Expenditures, North American Indian Tuition Waiver Report, Governor's Dashboard, CEPI (Center For Education Performance and Information), Section 209 (Dual Enrollment), Capital Outlay, Lobby Registration, etc. | RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy |
| Institutional Research | 902 | Federal Reports | Reports submitted to federal entities including but not limited to: all IPEDS (Integrated Postsecondary Education Data System for a given reporting year), Awards Conferred, Fall Enrollment, Institutional Characteristics, Net Price Calculator updates, Gainful Employment Disclosure and Reporting requirements, etc. | RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy |
| Institutional Research | 903 | Report Definitions | Report definitions are the framework used to pull data in from various data sources, perform computation/formatting/etc., and finally output the data in a consistent manner. These definitions are required to execute a report and stored separately from the data output generated by execution of the report. Various reporting systems store the report definitions in different manners. | RETAIN UNTIL: Reporting is completed and submitted PLUS: 5 years THEN: Destroy |
| Institutional Research | 904 | Enrollment Data File by Date | File of enrollment registration for upcoming terms by date that | RETAIN UNTIL: Date created PLUS: 3 years |

The Department is the Office of Record responsible for retention and disposal. Duplicates are "non-records" that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|------------------------|---------------|-----------------------------|---|--|
| | | | records the actual enrollment on that specific date. | THEN: Destroy |
| Institutional Research | 905 | Semester Enrollment Reports | Enrollment reports as submitted to the Board of Trustees and available to employees on myBay. | RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are “non-records” that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|-------------------|---------------|------------------------------|--|---|
| Safety & Security | 1000 | Incident Files | These reports document criminal and non-criminal incidents taking place on college property and at college events, including theft and vandalism. These records may include police reports, petitions, warrants, witness lists, evidence envelopes (these are generally given to the police department), statements, photos, negatives, etc. Criminal cases are handled by the local police department, and other incidents may be handled by the College for disciplinary purposes. These records may also be used to support insurance claims. | RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy These records are subject to Title IX retention periods stated in <u>Title IX of the Education Amendments of 1972</u> , 34 CFR Part 106.45 (b)(10) et al |
| Safety & Security | 1001 | Complaint Number Log | This log is used to reference the incident files. It may identify the incident number, date, time, building, location, offense type, victim, accused, comments, etc. | RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy |
| Safety & Security | 1002 | Student Expulsion Records | Limited records related to student expulsion. | RETAIN UNTIL: Date created PLUS: 50 years THEN: Destroy |
| Safety & Security | 1003 | Daily Activity Log | This log is generated daily to identify the activities of public safety officers, including contact with students and incidents. | RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy |
| Safety & Security | 1004 | Security Videos | Security systems record activity that takes place in select locations. The systems may be motion activated. Videotapes are often re-used in accordance with a regular rotation cycle, unless they are needed as evidence for an incident. This series applies to both analog and digital video recordings. | RETAIN UNTIL: Date created PLUS: 30 days THEN: Destroy |
| Safety & Security | 1005 | Emergency Plan | These plans define potential emergencies, and how the staff should respond to each type of incident. They are reviewed and updated annually. | RETAIN UNTIL: Replaced by a new version THEN: Destroy |
| Safety & Security | 1006 | Emergency Drills | Records of drills conducted on campus, including date, time, type of drill, and summary of event. | RETAIN UNTIL: Date drill was conducted PLUS: 2 years THEN: Destroy |
| Safety & Security | 1007 | Annual Security Report (ASR) | The annual security report that contains policy statements and crime statistics for the previous calendar year. | RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are “non-records” that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|---------------------|---------------|---|---|--|
| Facility Operations | 1100 | Building Plans | These records document the “as-built” design and construction of college facilities. They include schematics for plumbing, electrical, architectural, structural, and mechanical features, specifications for products, materials and equipment that were used during construction, etc. The files may also contain operational and maintenance manuals and warranties. These records are used to support the maintenance of the facilities, and will be revised if changes are made to the infrastructure. | RETAIN UNTIL: The facility is no longer owned by the College THEN: Submit building plans that may be of historical value to the College Library Archivist or Destroy |
| Facility Operations | 1101 | Construction Close-out Files | These files are used to maintain property after it is constructed or installed. They may include maintenance manuals, equipment inventories, parts lists, warranties, etc. | RETAIN UNTIL: The item is replaced or disposed of THEN: Destroy |
| Facility Operations | 1102 | Shop Drawings | Engineers submit drawings with specifications for equipment that will be used and purchased. These drawings are used to ensure that the product is installed properly. | RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy |
| Facility Operations | 1103 | Work Orders Related to Contracted Services – Warranty | These records document maintenance work performed on college facilities, and supports the warranty of the property. Work orders may be issued for preventative maintenance and repairs to the grounds and buildings. Information in the work order may include the dates opened and closed, staff who performed the maintenance work, parts and materials that were purchased, descriptions of the problem, etc. | RETAIN UNTIL: Warranty expires THEN: Destroy |
| Facility Operations | 1104 | Work Orders – No Warranty | These records document maintenance work performed on college facilities that do not have a warranty. Work orders may be issued for preventative maintenance and repairs to the grounds and buildings. Information in the work order may include the dates opened and closed, staff who performed the maintenance work, parts and materials that were purchased, descriptions of the problem, etc. | RETAIN UNTIL: Work is completed THEN: Destroy |
| Facility Operations | 1105 | Master Plans | Master Facilities Plans prepared by an architectural firm for Capital Outlay projects. | Permanent |

The Department is the Office of Record responsible for retention and disposal. Duplicates are “non-records” that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|---------------------|---------------|---|--|--|
| Facility Operations | 1106 | Environmental Hazards Report | These files also include inspection reports for lead paint, asbestos, etc. | RETAIN UNTIL: Facility is no longer owned by the College THEN: Destroy |
| Facility Operations | 1107 | Hazards Material Cleanup | These records include documentation related to hazardous spills and the associated cleanup. | RETAIN UNTIL: Date of event PLUS: 5 years THEN: Destroy |
| Facility Operations | 1108 | Pollution Prevention Plans | Pollution Incident Prevention (PIP) plans include the name of the person responsible for conducting the drill, campus location, specific drill location(s), date, time, type of drill, and feedback from participants. | RETAIN UNTIL: Replaced by a new version THEN: Destroy |
| Facility Operations | 1109 | Key Authorization | These records are used to track employees who have been assigned keys to the facilities. They may identify the person's name, employee identification number, date issued/returned, key code, the person authorizing the issuance of the key, etc. | RETAIN UNTIL: The key is returned THEN: Destroy |
| Facility Operations | 1110 | Licenses, Permits, and Training Records | This file contains legally required permits and licenses for regular operation of college facilities and services. Includes scissor lift, fork truck, ladder training, roof harnesses, etc. | RETAIN UNTIL: Records expired PLUS: 1 year THEN: Destroy |
| Facility Operations | 1111 | Construction Licenses and Permits | This file contains legally required permits and licenses for regular operation of college facilities related to construction. It includes building permits, elevator permits, etc. | RETAIN UNTIL: Date expired PLUS: 2 years THEN: Destroy |
| Facility Operations | 1112 | Inspection Certificates | These certificates document that facilities have passed safety inspections. They are maintained for the boiler, electrical system, vehicles, fire marshal plan approvals, fire marshal occupancy approvals, etc. | RETAIN UNTIL: Equipment or building is no longer owned or certificates are replaced by a new version THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are "non-records" that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|---------------------|--------|------------------------------|--|--|
| Facility Operations | 1113 | Hazardous Safety Data Sheets | Federal law [OSHA 29 CFR1910.1200.g] requires that employers provide Safety Data Sheets to staff regarding any hazardous material on the premises. These sheets include information about the product manufacturer, composition, physical and chemical properties, identification of hazards, fire hazard, accidental release measures, handling and storage, first aid measures, toxicology, ecological information, disposal and transport considerations, regulatory information, etc. These records are maintained where they are readily available by employees working with or near the materials. | RETAIN UNTIL: The hazardous material is no longer being used or stored on college property PLUS: 30 years THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are “non-records” that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|----------------|--------|---------------------|--|---|
| Fleet Vehicles | 1200 | Vehicle Files | These files document all vehicles in the College's fleet. They may include the registration, title, repair orders, documentation of all maintenance work that is performed, etc. | RETAIN UNTIL: The vehicle is no longer owned by the College THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are "non-records" that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|---------------------|---------------|---|---|---|
| Federal Student Aid | 1300 | Financial and Administrative Responsibility Records | Records pertaining to financial responsibility and standards of administrative responsibility | RETAIN UNTIL: The last date a student is in attendance within the Academic Year 7/1-6/30 PLUS: 3 years THEN: Destroy |
| Federal Student Aid | 1301 | Program Participation Agreement | Program Participation Agreement | RETAIN UNTIL: The last date a student is in attendance within the Academic Year 7/1-6/30 PLUS: 3 years THEN: Destroy |
| Federal Student Aid | 1302 | Self-evaluation reports | Self-evaluation reports | RETAIN UNTIL: The last date a student is in attendance within the Academic Year 7/1-6/30 PLUS: 3 years THEN: Destroy |
| Federal Student Aid | 1303 | State agency reports | State agency reports | RETAIN UNTIL: The last date a student is in attendance within the Academic Year 7/1-6/30 PLUS: 3 years THEN: Destroy |
| Federal Student Aid | 1304 | Bank statements for accounts containing SFA funds | Bank statements for accounts containing SFA funds | RETAIN UNTIL: The last date a student is in attendance within the Academic Year 7/1-6/30 PLUS: 3 years THEN: Destroy |
| Federal Student Aid | 1305 | Federal work-study payroll records | Federal work-study payroll records | RETAIN UNTIL: The last date a student is in attendance within the Academic Year 7/1-6/30 PLUS: 3 years THEN: Destroy |
| Federal Student Aid | 1306 | Ledgers identifying SFA transactions | Ledgers identifying SFA transactions | RETAIN UNTIL: The last date a student is in attendance within the Academic Year 7/1-6/30 PLUS: 3 years THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are "non-records" that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|---------------------|---------------|---|---|---|
| Federal Student Aid | 1307 | Records of SFA program transactions | Records of SFA program transactions | RETAIN UNTIL: The last date a student is in attendance within the Academic Year 7/1-6/30 PLUS: 3 years THEN: Destroy |
| Federal Student Aid | 1308 | Records of student accounts | Records of student accounts | RETAIN UNTIL: The last date a student is in attendance within the Academic Year 7/1-6/30 PLUS: 3 years THEN: Destroy |
| Federal Student Aid | 1309 | Records supporting data on required reports | SFA program reconciliation reports, audit reports and school responses, Pell Grant statements of accounts, accrediting and licensing agency | RETAIN UNTIL: The last date a student is in attendance within the Academic Year 7/1-6/30 PLUS: 3 years THEN: Destroy |
| Federal Student Aid | 1310 | Application data | Application data submitted to the Department of Education or lender by the school on behalf of the student | RETAIN UNTIL: The last date a student is in attendance within the Academic Year 7/1-6/30 PLUS: 3 years THEN: Destroy |
| Federal Student Aid | 1311 | Student Admission/Enrollment Data | Data used to establish student's admission, enrollment status, and period of enrollment | RETAIN UNTIL: The last date a student is in attendance within the Academic Year 7/1-6/30 PLUS: 3 years THEN: Destroy |
| Federal Student Aid | 1312 | Data and amount of disbursements | Data and amount of disbursements | RETAIN UNTIL: The last date a student is in attendance within the Academic Year 7/1-6/30 PLUS: 3 years THEN: Destroy |
| Federal Student Aid | 1313 | Documentation of student's eligibility | Documentation of student's eligibility | RETAIN UNTIL: The last date a student is in attendance within the Academic Year 7/1-6/30 PLUS: 3 years THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are "non-records" that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|---------------------|---------------|---|--|---|
| Federal Student Aid | 1314 | Documentation of student's satisfactory academic progress | Documentation of student's satisfactory academic progress | RETAIN UNTIL: The last date a student is in attendance within the Academic Year 7/1-6/30 PLUS: 3 years THEN: Destroy |
| Federal Student Aid | 1315 | Documentation of student's program of study and enrolled courses | Documentation of student's program of study and enrolled courses | RETAIN UNTIL: The last date a student is in attendance within the Academic Year 7/1-6/30 PLUS: 3 years THEN: Destroy |
| Federal Student Aid | 1316 | Documentation related to the receipt of aid. | The amount of grant, loan, Federal Work-Study (FWS) award, and calculations used to determine aid amounts. | RETAIN UNTIL: The last date a student is in attendance within the Academic Year 7/1-6/30 PLUS: 3 years THEN: Destroy |
| Federal Student Aid | 1317 | Documentation of initial or exit loan counseling | Documentation of initial or exit loan counseling | RETAIN UNTIL: The last date a student is in attendance within the Academic Year 7/1-6/30 PLUS: 3 years THEN: Destroy |
| Federal Student Aid | 1318 | Documentation supporting the school's calculation of its completion/graduation or transfer-out rate | Documentation supporting the school's calculation of its completion/graduation or transfer-out rate | RETAIN UNTIL: The last date a student is in attendance within the Academic Year 7/1-6/30 PLUS: 3 years THEN: Destroy |
| Federal Student Aid | 1319 | Documents used to verify applicant's data | Documents used to verify applicant's data | RETAIN UNTIL: The last date a student is in attendance within the Academic Year 7/1-6/30 PLUS: 3 years THEN: Destroy |
| Federal Student Aid | 1320 | Financial aid history for transfer students | Financial aid history for transfer students | RETAIN UNTIL: The last date a student is in attendance within the Academic Year 7/1-6/30 PLUS: 3 years THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are "non-records" that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|---------------------|---------------|---|---|---|
| Federal Student Aid | 1321 | Reports and forms used for participation in the SFA program | Any records needed to verify data that appear in those reports and forms | RETAIN UNTIL: The last date a student is in attendance within the Academic Year 7/1-6/30 PLUS: 3 years THEN: Destroy |
| Federal Student Aid | 1322 | Student Aid Report (SAR) or Institutional Student Information Record (ISIR) | Student Aid Report (SAR) or Institutional Student Information Record (ISIR) | RETAIN UNTIL: The last date a student is in attendance within the Academic Year 7/1-6/30 PLUS: 3 years THEN: Destroy |
| Federal Student Aid | 1323 | Borrower's eligibility records | Borrower's eligibility records | RETAIN UNTIL: The end of the Aid Year of student's last attendance PLUS: 3 years THEN: Destroy |
| Federal Student Aid | 1324 | Campus-based aid (SEOG and FWS) | All documents related to the eligibility and packaging of SEOG and FWS | RETAIN UNTIL: The last date a student is in attendance within the Academic Year 7/1-6/30 PLUS: 3 years THEN: Destroy |
| Federal Student Aid | 1325 | FFEL and Direct Loan records | Records related to borrower's eligibility and participation and all other records including any reports or forms. | RETAIN UNTIL: The last date a student is in attendance within the Academic Year 7/1-6/30 PLUS: 3 years THEN: Destroy |
| Federal Student Aid | 1326 | Fiscal Operations Report and Application to Participate (FISAP) | Fiscal Operations Report and Application to Participate (FISAP) | RETAIN UNTIL: The end of the Aid Year of report submission PLUS: 3 years THEN: Destroy |
| Federal Student Aid | 1327 | Pell Grant | All documents related to the eligibility and packaging of Pell Grants. | RETAIN UNTIL: The last date a student is in attendance within the Academic Year 7/1-6/30 PLUS: 3 years THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are "non-records" that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|---------------------|---------------|-----------------------------|---|---|
| Federal Student Aid | 1328 | Veterans | All items required by the Veterans' Administration to be kept on file to document the student's eligibility and certifications. | RETAIN UNTIL: The last date a student is in attendance within the Academic Year 7/1-6/30 PLUS: 3 years THEN: Destroy |
| Federal Student Aid | 1329 | Indian Tuition Waiver Forms | Documentation the student is eligible to receive the Michigan Indian Tuition Waiver. | RETAIN UNTIL: The last date a student is in attendance within the Academic Year 7/1-6/30 PLUS: 100 years THEN: Destroy |
| Federal Student Aid | 1330 | Consortium Agreements | Official agreements between two institutions that govern what school is determined as the home institution to offer federal financial aid which contains an ending date once the agreement is complete. | RETAIN UNTIL: Expiration date PLUS: 6 years THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are "non-records" that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|---|---------------|---|---|---|
| Student Records – Student Services Admissions | 1400 | Application for Admissions - Complete | Applicants who complete the Bay College entrance application completely and without issues. Stored electronically in the BFC. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy |
| Student Records – Student Services Admissions | 1401 | Application for Admissions – Incomplete | Applicants who do not complete the Bay College entrance application completely. Stored electronically in Jenzabar EX. | RETAIN UNTIL: Date created PLUS: 2 months THEN: Destroy |
| Student Records – Student Services Admissions | 1402 | High School Transcripts | Official or unofficial copies of students' high school transcripts. Stored electronically in BFC. | RETAIN UNTIL: Last date of concurrent enrollment PLUS: 3 years THEN: Destroy |
| Student Records – Student Services Admissions | 1403 | Placement/Assessment Scores | Any placement scores used to determine the academic rigor that a student could qualify. Examples include SAT, ACT, or on-campus tools for assessment. Stored electronically in Jenzabar EX. | RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy |
| Student Records – Student Services Admissions | 1404 | International Admissions Documents | These documents could include English proficiency exams/tests, I 20 documents, verification of funds, international transcripts, etc. Stored electronically in BFC. | RETAIN UNTIL: Last date of concurrent enrollment PLUS: 5 years THEN: Destroy |
| Student Records – Student Services Admissions | 1405 | Dual Enrollment Registration Forms | Registration forms provided by the dual enrolled student or the associated school indicating registration into the dual enrollment process. Stored electronically. | RETAIN UNTIL: End of the semester registration forms were completed for THEN: Destroy |
| Student Records – Student Services Admissions | 1406 | Correspondence to PEND Status Students | Any correspondence relating to resolving a student's "pending" status while going through the admissions process. Stored electronically in BFC. | RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy |
| Student Records – Student Services Admissions | 1407 | Dual Enrollment/Early College Contract | Completed dual enrollment or early college contracts. Stored electronically in BFC. | RETAIN UNTIL: No longer active high school student status PLUS: 1 year THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are "non-records" that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|------------------------|---------------|---|--|---|
| Records & Registration | 1500 | Academic Forgiveness Approval Form | Approval alters a student's GPA by academically forgiving past coursework from the GPA calculation. | Permanent |
| Records & Registration | 1501 | Academic Warning/Suspension/Dismissal Documentation | Official documentation of student status. | Permanent |
| Records & Registration | 1502 | Application for Graduation & Degree Audit Records | Official documentation of the student's progression of graduation requirements | RETAIN UNTIL: The semester the student graduated from the applied degree or last date of concurrent attendance. PLUS: 1 year THEN: Destroy |
| Records & Registration | 1503 | Articulation Agreements | Documents of understanding between higher education institutions that govern accepted courses or credits with an expiration or ending date once the agreement has ended. | RETAIN UNTIL: Expiration date PLUS: 6 years THEN: Destroy |
| Records & Registration | 1504 | Audit Authorization | Official signed document that serves as the student request of auditing a specific course. | RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy |
| Records & Registration | 1505 | College Catalogs | Official record of policies and academic requirements for that specific year in the life of the College. | Permanent |
| Records & Registration | 1506 | Change of Grade Form | Records the process and approval of changing a student's past completed course. | RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy |
| Records & Registration | 1507 | Change of Major Form | Documents a student's request to change their major. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy |
| Records & Registration | 1508 | Class List | Documents the registration of each course. | Permanent |
| Records & Registration | 1509 | Class Schedule | Documents the days and times of each course offered in each semester. | Permanent |
| Records & Registration | 1510 | Commencement Program | Documents the event of commencement each year, along with times, names of graduates and awards or honors given. | Permanent |
| Records & Registration | 1511 | Contact Information Change Form | Records any change of contact information the student requests. | RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy |
| Records & Registration | 1512 | Course Change Form | Serves as official request and approval of changing a course on a student record. | RETAIN UNTIL: End of semester of course change PLUS: 3 years THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are "non-records" that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|------------------------|---------------|--------------------------------------|--|---|
| Records & Registration | 1513 | Credit by Examination Reports/Scores | Documentation of a student's ability to receive a grade or credit possibly added to the transcript. | RETAIN UNTIL: Processing date of credit to transcript PLUS: 3 years THEN: Destroy |
| Records & Registration | 1514 | Enrollment Verification | Requests to verify a student's enrollment with the College | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy |
| Records & Registration | 1515 | FERPA Release Form | Indicates if a student would like their educational record released, to whom, what information and for how long. | Permanent |
| Records & Registration | 1516 | Grade Reports | Reports submitted from faculty providing official grades for students. | Permanent |
| Records & Registration | 1517 | Graduation Lists | Official record of students who earned a degree in a given semester or session. | Permanent |
| Records & Registration | 1518 | Incomplete Grade Form | Serves as notification of an 'I' grade and the steps for grade resolution. | RETAIN UNTIL: Date that the "I" grade gets changed to a letter grade, or "F" per policy outlined in the Bay College catalog THEN: Destroy |
| Records & Registration | 1519 | Name Change Authorizations | Records any official change of student name. | RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy |
| Records & Registration | 1520 | Registration Forms | Official request and approval for registration into a course. | RETAIN UNTIL: End of semester of course registration PLUS: 3 years THEN: Destroy |
| Records & Registration | 1521 | Residency Verification | Documentation of proof of residency and any change in that residency | RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy |
| Records & Registration | 1522 | Specialty Registration Forms | Official request and approval for registration into a specialty course such as a Cooperative, Directed Study, and/or Independent Study course. | RETAIN UNTIL: End of semester of course registration PLUS: 3 years THEN: Destroy |
| Records & Registration | 1523 | Substitution Forms | Official process documentation and approval of a change in completion requirements for a specific student. | RETAIN UNTIL: Graduation date or last date of concurrent attendance PLUS: 1 year |

The Department is the Office of Record responsible for retention and disposal. Duplicates are "non-records" that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|------------------------|---------------|-------------------------------|--|--|
| | | | | THEN: Destroy |
| Records & Registration | 1524 | Received Transcript | Official transcripts received from another higher education institution for evaluation and posting of credit onto the student's current transcript to aid in completion of a degree. | RETAIN UNTIL: Date that transfer credit was processed on transcript PLUS: 5 years THEN: Destroy |
| Records & Registration | 1525 | Transcript Request | Official request from the student to release an official or unofficial copy of their transcript. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy |
| Records & Registration | 1526 | Transfer Credit Evaluations | Documents the evaluation of the Transfer credit posted to a student transcript. | RETAIN UNTIL: Date that transfer credit was processed to transcript PLUS: 5 years THEN: Destroy |
| Records & Registration | 1527 | Withdrawal Forms | Documents the request of the student to withdraw from a course. | RETAIN UNTIL: Semester of withdrawal PLUS: 3 years THEN: Destroy |
| Records & Registration | 1528 | Catalog of Record Change Form | Documents the request from the student to change catalog of record. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy |
| Records & Registration | 1529 | Incomplete Grade Forms | Documents the student's progress within the course. | RETAIN UNTIL: Date processed PLUS: 5 years THEN: Destroy |
| Records & Registration | 1530 | Advanced Placement Credit | Official proof of score on Advanced Placement test for documentation on transcript. | RETAIN UNTIL: Last semester student was actively enrolled PLUS: 5 years THEN: Destroy |
| Records & Registration | 1531 | Advanced Standing Credit | Official proof of prior education and course equivalencies for documentation on transcript. | RETAIN UNTIL: Last semester student was actively enrolled PLUS: 5 years THEN: Destroy |
| Records & Registration | 1532 | CLEP Credit | Official proof of credit earned through CLEP testing for documentation on transcript. | RETAIN UNTIL: Last semester student was actively enrolled PLUS: 5 years THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are "non-records" that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|-------------------------|---------------|---------------------------------------|---|--|
| Office of Accessibility | 1550 | Accommodation/Accessibility Plans | These plans are prepared to accommodate the needs of students with disabilities, including ADHD, depression, dyslexia, etc. The files may contain plans, notes, correspondence, documentation, progress reports, grades, testing, etc. | RETAIN UNTIL: The College is no longer providing services in accordance with the plan PLUS: 10 years THEN: Destroy |
| Office of Accessibility | 1551 | Student Complaints | These records document the filing and investigation of a complaint. Complaints may relate to affirmative action, academic integrity, disability issues, accommodations, etc. | RETAIN UNTIL: Complaint is dismissed or resolved PLUS: 7 years THEN: Destroy These records are subject to Title IX retention periods stated in <u>Title IX of the Education Amendments of 1972</u> , 34 CFR Part 106.45 (b)(10) et al |
| Office of Accessibility | 1552 | Student Investigations without Action | If the College has reasonable cause to believe that a student is engaged in activity which may result in academic dishonesty, inappropriate use of accommodations, loss or damage to college property or disruption of college business operation, and the student is engaged in an investigation, then the College may keep information relating to the investigation in the appropriate database. | RETAIN UNTIL: Completion of the investigation, if disciplinary action is not taken (MCL 423.509). PLUS: 7 years THEN: Destroy These records are subject to Title IX retention periods stated in <u>Title IX of the Education Amendments of 1972</u> , 34 CFR Part 106.45 (b)(10) et al |
| Office of Accessibility | 1553 | Student Investigations | If the College has reasonable cause to believe that a student is engaged in activity which may result in academic dishonesty, inappropriate use of accommodations, loss or damage to college property or disruption of college business operation, and the student is engaged in an investigation, then the College may keep information relating to the investigation in the appropriate database. | RETAIN UNTIL: Completion of investigation PLUS: 7 years THEN: Destroy These records are subject to Title IX retention periods stated in <u>Title IX of the Education Amendments of 1972</u> , 34 CFR |

The Department is the Office of Record responsible for retention and disposal. Duplicates are “non-records” that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|-------------------------|---------------|----------------------------|---|--|
| | | | | Part 106.45 (b)(10) et al |
| Office of Accessibility | 1554 | Student Expulsion Records | Limited records related to student expulsion. | RETAIN UNTIL: Date created PLUS: 50 years THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are “non-records” that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|------------------------|---------------|----------------------------|--|--|
| Training & Development | 1600 | Community Recreation | These records are used to register people for community recreation programs, such as youth and adult enrichment, athletic leagues, etc. They may contain names, addresses, phone numbers, payment information, classes taken, etc. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy |
| Training & Development | 1601 | Rosters | These records document participants of community recreation programs. They may contain names, phone numbers, etc. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy |
| Training & Development | 1602 | Certificated Classes | These classes prepare students for certification in CPR, first aid, lifeguard, real estate, health department, etc. The files may include exams, answer sheets, pass/fail grades, personal contact information, etc. | RETAIN UNTIL: Expiration of certification THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are “non-records” that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|------------------|---------------|---|--|--|
| Academic Affairs | 1700 | Curriculum Development | These files contain curriculum proposals and documentation of course and program development, modification, or retirement. | RETAIN UNTIL: The course is no longer in active status and able to be offered. PLUS: 5 years THEN: Destroy |
| Academic Affairs | 1701 | Gradebooks | These records are compiled by instructors throughout the school year. They may contain student names, grades, attendance, etc. | RETAIN UNTIL: The release of grades PLUS: 90 days and 6 years THEN: Destroy |
| Academic Affairs | 1702 | Student Evaluations | These records identify student evaluations of the program. | RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy |
| Academic Affairs | 1703 | Course Syllabi | These syllabi are published each semester the course runs. They describe the course expectations, outcomes, schedule, and other pertinent course information. | RETAIN UNTIL: Date created PLUS: 15 years THEN: Destroy |
| Academic Affairs | 1704 | Faculty Directory | These college-wide guides identify the faculty's name and office location. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy |
| Academic Affairs | 1705 | Academic Affairs College Event Files | These files document field days, concerts, theatrical programs, art exhibits, award programs, etc. They may include rosters, programs, flyers, schedules, etc. | RETAIN UNTIL: No longer of reference value to the College. THEN: Submit records that may be of historical value to the College Library Archivist or Destroy. |
| Academic Affairs | 1706 | Student Advising Files | Advisors may create files for each student that they assist. These files may contain correspondence and notes about student issues and concerns. | RETAIN UNTIL: The advisor is no longer assigned to provide services to the student. THEN: Destroy |
| Academic Affairs | 1707 | Nursing Student Testing Non-accreditation Program Files | These files are course specific and standardized tests primarily used for validation of grades. | RETAIN UNTIL: The release of grades PLUS: 3 months and 1 year THEN: Destroy |
| Academic Affairs | 1708 | Nursing Student Testing Accreditation Program Files | These files are course specific and standardized tests primarily used for validation of grades. | RETAIN UNTIL: The release of grades PLUS: 3 months and 3 years THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are "non-records" that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|-----------------|---------------|------------------------------------|---|---|
| Student Housing | 1800 | Housing Applications Academic Year | Applications for housing are considered active for the academic year the student was actively pursuing housing on campus. | RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy |
| Student Housing | 1801 | Housing Contracts | The contract is the agreement between the College and the tenant regarding their stay in student housing. | RETAIN UNTIL: Expiration date PLUS: 7 years THEN: Destroy |
| Student Housing | 1802 | Resident Assistant Selection Files | These files are all documents used during the selection of RAs for the academic year. | RETAIN UNTIL: Selection of RAs for the academic year. PLUS: 2 years THEN: Send to HR |

The Department is the Office of Record responsible for retention and disposal. Duplicates are “non-records” that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|--------------|---------------|-------------------------------------|---|---|
| Student Life | 1900 | Student Development Fee Allocations | These documents relate to how the student development fee is allocated within the Student Life financial accounts. | RETAIN UNTIL: End of academic year that the Student Development Fee was allocated. PLUS: 5 years THEN: Destroy |
| Student Life | 1901 | Student Life College Event Files | These files are subject folders related to programs and events on campus (publications, organizations, pamphlets, brochures, etc.). | RETAIN UNTIL: No longer of reference value to the College. PLUS: 5 years THEN: Submit records that may be of historical value to the College Library Archivist or Destroy. |

The Department is the Office of Record responsible for retention and disposal. Duplicates are “non-records” that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|--------------|---------------|-----------------------------|--|--|
| Athletics | 2000 | Coach Directory | This directory lists coaches who work for the College. It may contain the coach's name, address, phone number, e-mail address, etc. | RETAIN UNTIL: Replaced by a new version THEN: Destroy |
| Athletics | 2001 | Student Athlete Files | These files are maintained on all student athletes. They may include eligibility evaluations, annual consent forms and physical exams, an agreement to comply with the handbooks or rules, etc. | RETAIN UNTIL: Student graduates. If a student drops out, the records remain active until the expected graduation date. THEN: Destroy |
| Athletics | 2002 | Student Eligibility Reports | These reports are generated to determine if student athletes continue to be eligible to participate in athletic activities. | RETAIN UNTIL: Fiscal year ends PLUS: 1 year THEN: Destroy |
| Athletics | 2003 | Season History | These records are generated each season for each team. They may identify the college, sport, year, competition level, coaches, opponents and scores for each game and tournament, athlete names and grades, team captains, league standings, honors, college records, etc. | RETAIN UNTIL: No longer of reference value to the College. THEN: Submit records that may be of historical value to the College Library Archivist or Destroy. |
| Athletics | 2004 | Athletic Memorabilia | Programs from athletic events, team photos, and trophies and awards won by teams for major competitions. | RETAIN UNTIL: No longer of reference value to the College. THEN: Submit records that may be of historical value to the College Library Archivist or Destroy. |

The Department is the Office of Record responsible for retention and disposal. Duplicates are "non-records" that do not need to be retained.

| Dept. | Item # | Record Series Title | Record Series Description | Retention Period |
|---------|--------|---------------------|---|---|
| Library | 2100 | Library Catalog/ILS | This record is used to document the use of library materials and media equipment. It may contain item-level catalog information for books and periodicals, individual patron information, an item-level equipment inventory, etc. It is used to identify which items are available and which have been checked out. | RETAIN UNTIL: Item is deaccessioned; student graduates, transfers or withdraws; staff employment ends; community patrons are no longer in the service area. THEN: Destroy |

The Department is the Office of Record responsible for retention and disposal. Duplicates are “non-records” that do not need to be retained.