

<b>Records Retention Schedule</b>			Procedure 6.13(a)
<b>Name of Record</b>	<b>Records Coordinator</b>	<b>Department</b>	<b>Retention Period</b>
<b>Institutional Records</b>			
Articles of Incorporation	Exec Asst	President's Office	PERM
HLC Accreditation Acknowledgement	Exec Asst	President's Office	PERM
HLC Annual Report	Exec Asst	President's Office	PERM
HLC Correspondence	Exec Asst	President's Office	PERM
By Laws	Exec Asst	President's Office	PERM
College Policy/Procedure Statements	Exec Asst	President's Office	PERM
Drug/Alcohol Prevention Program	Dir	Human Resources	PERM
Minutes of Cabinet Meetings	Exec Asst	President's Office	CR+6
Minutes of Board of Trustees Meetings	Exec Asst	President's Office	PERM
Trustee Election Results	Exec Asst	President's Office	PERM
Litigation Records	Exec Asst	President's Office	ACT+5
Affirmative Action Statement	Exec Asst	President's Office	PERM
Freedom of Information Act Requests	Exec Asst	President's Office	CR+1
Collective Bargaining Agreements	Exec Asst	President's Office	EXP+1
Tech Prep Agreement	VP	Instruction	PERM
Millage Records	Exec Asst	President's Office	PERM
<b>Security/Public Safety Records</b>			
Crime Reports (State/Federal)	VP	Student Services	CR+7
Crime Logs	VP	Student Services	CR+7
Administrative Files (non-statistic)	VP	Student Services	CR+7
Incident Reports	VP	Student Services	CR+7
Security Videos	VP	Student Services	CR+60 days
Emergency Response Plan	Dir	Human Resources	SUP
Emergency Drill Report	Dir	Physical Plant	FY
Emergency Agreements (with outside agencies)	VP	Administration	ACT
<b>Instruction Records</b>			
Course Inventory Master File	Adm Asst	Instruction	PERM
Faculty Handbook	Adm Asst	Instruction	PERM
Nursing Program Accreditation Acknowledgement	Dean	Health Sciences	PERM

Respiratory Therapy Program Accreditation Acknowledgement	Dean	Health Sciences	PERM
Classroom Observations	Dir	Human Resources	ACT+3
Program and Course Change Form/ Documentation	VP	Instruction	PERM
Student Exams/Work	Deans	Academic Divisions	Class Completion+1 Semester
Student Grade Back Up Materials	Deans	Academic Divisions	ACT+3
<b>Foundation Records</b>			
Foundation By Laws	Exec Dir	Foundation	PERM
Foundation Minutes of Director's Meetings	Exec Dir	Foundation	PERM
Foundation Minutes of Committee Meetings	Exec Dir	Foundation	PERM
Foundation Annual Report	Exec Dir	Foundation	PERM
Foundation Legal Papers	Exec Dir	Foundation	PERM
Foundation Audit	Exec Dir	Foundation	PERM
Foundation Policies & Procedures	Exec Dir	Foundation	PERM
Donor Records	Exec Dir	Foundation	PERM
Tax Returns - IRS 990	Exec Dir	Foundation	PERM
Donor Agreements	Exec Dir	Foundation	PERM
<b>Institutional Advancement Records/Publications</b>			
Federal Grant Records	VP	Administration	FY+5
Department of Education Direct Grant Records (Title III/Upward Bound)	VP	Administration	FY+5
College Annual Report	Dir	Marketing	PERM
College Catalogs	Dir	Marketing	PERM
Class Schedules	Dir	Marketing	PERM
<b>Business Office Records</b>			
Approved Budgets	VP	Administration	PERM
Real Property Records	VP	Administration	ACT
Property Transfers	VP	Administration	PERM
Property Improvement/Renovation Records	VP	Administration	PERM
Risk Management Insurance Policies	VP	Administration	PERM
Risk Management Insurance Claims	VP	Administration	FY+7
Incident Reports	VP	Administration	CR+7
State & Federal Reports	VP	Administration	CR+7

Investments	VP	Administration	FY+7
Fixed Asset Inventory	VP	Administration	SUP
Fixed Asset Data Annual Report	VP	Administration	FY+7
5-Year Master Plan	VP	Administration	PERM
Building Appraisals	VP	Administration	PERM
Budget Work Papers/Reports	VP	Administration	FY+3
Bonded Indebtedness Records	VP	Administration	FY+7
<b>Employment Records</b>			
Personnel Files	Dir	Human Resources	ACT+3
Personnel Files-EE's Cited for Unprofessional Conduct	Dir	Human Resources	PERM
Background Checks	Dir	Human Resources	ACT+3
Medical Files	Dir	Human Resources	ACT+3
COBRA Plan Files	Dir	Human Resources	ACT+6
Grievance Files	Dir	Human Resources	ACT+1
EE Injury Records-Exposure	Dir	Human Resources	PERM
EE Injury Records-Non-Exposure	Dir	Human Resources	ACT+5
EE Injury Records-OSHA 300 Log	Dir	Human Resources	CR+5
Job Descriptions	Dir	Human Resources	SUP
Position Re-Classifications	Dir	Human Resources	CR+3
Job Announcements and Advertisements	Dir	Human Resources	EVT+1
Employment Applications/Resumes-Not Hired	Dir	Human Resources	CR+3
Workers Compensation Policy	Dir	Human Resources	FY+7
Workers Compensation Claims	Dir	Human Resources	FY+7
Unemployment Compensation Claims	Dir	Human Resources	FY+1
Discrimination Claims	Dir	Human Resources	ACT+3
EEO-1 Survey	Dir	Human Resources	PERM
<b>Payroll Records</b>			
Employee Payroll Files	Dir of Financial Services	Business Office	ACT+6
I-9 Form	Dir of Financial Services	Business Office	ACT+1
Payroll Deductions	Dir of Financial Services	Business Office	ACT+6
Time Sheets	Dir of Financial Services	Business Office	FY+3
Direct Deposit Forms	Dir of Financial Services	Business Office	ACT+6
W-2 Form	Dir of Financial Services	Business Office	FY+7
W-4 Form	Dir of Financial Services	Business Office	ACT+6

Garnishments	Dir of Financial Services	Business Office	ACT+6
Payroll Journals Per Payroll - Accounts Where Pay Charged To	Dir of Financial Services	Business Office	FY+7
Salary & Benefits Schedules	Dir of Financial Services	Business Office	CR+6
Forms 941 Quarterly Payroll Tax Reports	Dir of Financial Services	Business Office	FY+6
Retirement Reports - Per Payroll	Dir of Financial Services	Business Office	FY+7
College Work Study Payroll Information	Dir of Financial Services	Business Office	FY+3
Civil Rights Compliance Records	Dir of Financial Services	Business Office	ACT+3
<b>Financial Records</b>			
Accounting Transaction Detail	Dir of Financial Services	Business Office	FY+7
Final Audit Reports	Dir of Financial Services	Business Office	PERM
Bank Deposits	Dir of Financial Services	Business Office	FY+7
Bank Reconciliation	Dir of Financial Services	Business Office	FY+7
Bank Statements	Dir of Financial Services	Business Office	FY+7
Cancelled Checks	Dir of Financial Services	Business Office	FY+7
Deposit Slips	Dir of Financial Services	Business Office	FY+7
Wire Transfers	Dir of Financial Services	Business Office	FY+7
Journal Entries	Dir of Financial Services	Business Office	FY+7
Cash Receipts	Dir of Financial Services	Business Office	FY+7
Collection Records	Dir of Financial Services	Business Office	FY+7
Audit Work Papers	Dir of Financial Services	Business Office	ACT+3
<b>Accounts Payable/Purchasing</b>			
Invoices	Dir	Purchasing	FY+7
Vendor Transaction Detail Records	Dir	Purchasing	FY+7
Payment/Disbursement Records	Dir	Purchasing	FY+7
Expense Reports	Dir	Purchasing	FY+7
Insurance Payments	Dir	Purchasing	FY+7
Credit Card Charge Slips & Statements	Dir	Purchasing	FY+7
Petty Cash Records	Dir	Purchasing	FY+7
Property Taxes	Dir	Purchasing	FY+7
Cash Register Tapes	Dir	Purchasing	FY+3
Bulk Rate Mailing	Dir	Purchasing	FY+5
United Parcel Service Record	Dir	Purchasing	FY+1
Bids & Quotes	Dir	Purchasing	ACT
Vendor/Service Contracts	Dir	Purchasing	EXP+6

<b>Student Records</b>			
Applications for Admission	Registrar	Registration	ENR+4
Placement Test Scores	Registrar	Registration	ENR+4
High School Transcripts	Registrar	Registration	ENR+4
Inactive Student Files	Dir	Admissions	CR+2
Other College Transcripts	Registrar	Registration	ENR+4
Residency Verification	Registrar	Registration	ENR+4
Course Waiver/Substitution Forms	Registrar	Registration	PERM
Verification of Advance Placement Credit	Registrar	Registration	ENR+4
Degree/Certificate Awarded and Date	Registrar	Registration	ENR+4
Transfer Credit Accepted	Registrar	Registration	ENR+4
Student Disciplinary Files	VP	Student Services	ACT+5
Foreign Student I-20 Forms	Dir	Admissions	ENR+5
Course Withdrawal Forms (Drop/Add and Faculty Initiated Withdrawal)	Registrar	Registration	ENR+3
Transcript Requests	Registrar	Registration	CR+ 6 months
Name or SSN Change Authorizations	Registrar	Registration	ENR+4
Applications for Degree or Certificate	Registrar	Registration	CR+1
Request for Audit	Registrar	Registration	ENR+4
Request for Pass Fail	Registrar	Registration	ENR+4
Credit by Exam and Tech Prep Recording Forms	Registrar	Registration	ENR+4
Incomplete Requests and Extensions	Registrar	Registration	ENR+4
Change of Grade and Make up of Incomplete	Registrar	Registration	ENR+4
Ohio Tuition Reciprocity Request	Registrar	Registration	ENR+4
Independent Study Form	Registrar	Registration	ENR+4
Academic Review Committee Action	Registrar	Registration	ENR+4
Academic Forgiveness Approvals	Registrar	Registration	PERM
Duplicate Record Worksheet	Registrar	Registration	ENR+4
Veterans Benefit Certification Request	Registrar	Registration	ENR+4
Subpoenas	Registrar	Registration	ACT
<b>General Student Reports</b>			
Grade Analysis Report	Registrar	Registration	CR+5
IPEDS Reports	Registrar	Registration	CR+10
Course Master File Printout	Registrar	Registration	PERM

Dean's List Certificates	VP	Student Services	PERM
Enrollment Data Files (Mich Dept of Educ, MCCNET, Etc.)	Registrar	Registration	CR+10
Academic History (Claims and Credits)	Registrar	Registration	PERM
<b>Family Education &amp; Rights to Privacy Act</b>			
Requests for Formal Hearings	Registrar	Registration	ENR+4
Student Requests for Nondisclosure of Directory Information	Registrar	Registration	ENR+4
Student Statements on Content of Records Regarding Hearing Panel Decisions	Registrar	Registration	ENR+4
Student's Written Consent for Record Disclosure	Registrar	Registration	ENR+4
Written Decisions of Hearing Panels	Registrar	Registration	ENR+4
<b>Financial Aid Records</b>			
Applications/Verification Documents	Dir	Financial Aid	FY+3
Financial Aid Awards	Dir	Financial Aid	FY+3
Financial Aid Award Letters	Dir	Financial Aid	FY+3
College Work Study Application and Contract	Dir	Financial Aid	EXP+3
Applications for Funds, Annual Fiscal Activity Reports	Dir	Financial Aid	FY+3
Veteran Records	Dir	Financial Aid	ACT+3
Federal Family Education Loan Application	Dir	Financial Aid	PERM
Federal Family Education Loan Records	Dir	Financial Aid	ACT+5
State Aid Applications	Dir	Financial Aid	FY+7
State Aid Reports	Dir	Financial Aid	FY+7
<b>Facility Operations Records</b>			
Building Plans and Specifications	Dir	Physical Plant	PERM
Occupancy Permit	Dir	Physical Plant	PERM
Operating/Inspection Certificates (boilers/elevators)	Dir	Physical Plant	PERM
Maintenance Records/Work Orders	Dir	Physical Plant	ACT+2
Motor Vehicle Records & Maintenance Records	Dir	Physical Plant	ACT
Hazardous Chemical Waste Records	Dir	Physical Plant	PERM
MSDS Sheets	Dir	Physical Plant	PERM
Fuel Log	Dir	Physical Plant	PERM
<b>Information Systems Records</b>			

Software Service Contracts	Mgr/Dir	Information Systems/ Data Processing	ACT
Equipment Purchase Agreements	Mgr/Dir	Information Systems/ Data Processing	ACT
Software Purchase Agreements	Mgr/Dir	Information Systems/ Data Processing	ACT
Hardware Service Contracts	Mgr/Dir	Information Systems/ Data Processing	EXP+6
Hardware Server Contracts	Mgr/Dir	Information Systems/ Data Processing	EXP+6
Technology Service Requests	Mgr	Information Systems	FY
Technology Network Maps/Documents	Mgr	Information Systems	SUP
Technology Inventory	Mgr	Information Systems	FY+1
<b>Student Disability Records</b>			
Disability Student Files/Test Accommodations	Adm Asst	Learning Assistance Lab	ACT+2
Disability Student files/all contents	Adm Asst	Learning Assistance Lab	ACT+5
Incomplete/Temporary Student Files	Disability Counselors	Learning Assistance Lab	ACT+2
Prospective Disability Files	Disability Counselors	Learning Assistance Lab	ACT+2
Complaint/Due Process Files	LAL Coordinator	Learning Assistance Lab	ACT+5
LAL Yearly Contact Report	Adm Asst	Learning Assistance Lab	PERM
Tutor Appointment Follow-Up Reports	Faculty Specialists/ Tutors/ Adm Ass't	Learning Assistance Lab	CR+5
TutorTrac: All records with No Activity	Adm Asst/head Tutor S.I. Liaison/Writing Coord	Learning Assistance Lab	CR+5
At-Risk Report	Coord	Learning Assistance Lab	PERM
Perkins	Dean	Ind Tech	PERM
Student Files/All Contents At-Risk, Perkins (Disability Students Only)	Adm Asst	Learning Assistance Lab	ACT+5
<b>Learning Resource Center Records</b>			
User Records (library system)	Director	Learning Resource Center	ENR+5 Semesters
Library Circulation Records	Director	Learning Resource Center	EVT+7
Copyright Permission Letters	Director	Learning Resource Center	PERM
Interlibrary Loan Agreements	Director	Learning Resource Center	PERM
Bibliographic Database	Director	Learning Resource Center	CR+5
Library Consortium of Michigan	Director	Learning Resource Center	PERM
OCLC	Director	Learning Resource Center	CR+5

Reciprocal Borrowing Agreements	Director	Learning Resource Center	PERM
Library Holdings Statistics	Director	Learning Resource Center	PERM
Adopted 12/2/2009; 9-11)			



## **Definitions of Retention Codes**

### **ACT = Active**

An active code is usually assigned to records that are case or project related. The records are retained "until the case or project is needed to determine when the records become inactive, as with a subject file. The record is retained "until it is determined to be inactive." The retention period is applied when the ACT condition has been met. For instance, a case file might be retained until the case is closed (ACT) plus five years.

### **CR = Creation**

A creation code is assigned to records when a definitive retention period can be assigned. The retention period is usually based on a calendar year and where there are no conditions that must be met. For instance, correspondence has a two-year retention period. The retention period begins from the date the correspondence is created or received.

### **EXP = Expiration**

An expiration code is typically assigned to contracts, grants, or other types of agreements that must be retained until an expiration or other legal condition has been met. For instance, contracts may be held until contract expiration (EXP) plus six years.

### **FY = Fiscal Year**

A fiscal year code is similar to a CR code. The code is assigned to records when a definitive retention period can be assigned, however the retention is based on a fiscal year rather than a calendar year. This retention code is usually assigned to accounting records and their supporting documentation.

### **SUP = Superseded**

A superseded code is typically assigned to records that are updated or revised at various times during the record's lifetime. Examples would include policies or procedures. As a policy is updated and the old version is replaced or superseded, only the current version is needed.

### **EVT = Event**

Event codes are assigned to records when a retention period is based on a future action or condition. We use this code when we know that a future action or condition will be met, but we don't know exactly when it will happen. For instance, deeds are retained to document the ownership of land by the State of Michigan. If and when the State of Michigan divests itself of that land, a retention period can be applied to the records. The records will be retained until the State of Michigan sells the land (EVT).

### **PERM = Permanent**

These records are not authorized for destruction at any point in time, and will be retained in the custody of the creating agency.

### **ENR = Enrollment**

An enrollment code is assigned to denote the last date of enrollment of the student.

## **ARCHIVES**

The College archives are maintained in the library. These are open access records dating from the mid-1960s, beginning with some of the original documents describing efforts to create the College. The intent of the archives is to maintain those records which reflect a history of the College. For example, the archives include standing committee meeting minutes in which policy and procedure decisions have been made as well as a historical record of the policies and procedures themselves. Bound copies of the board of trustees minutes, college catalogs, the student newspaper, and event programs are other examples of materials to be found in the archives. Currently, committee meeting minutes that are distributed electronically are printed out and filed.