Cuyahoga Community College

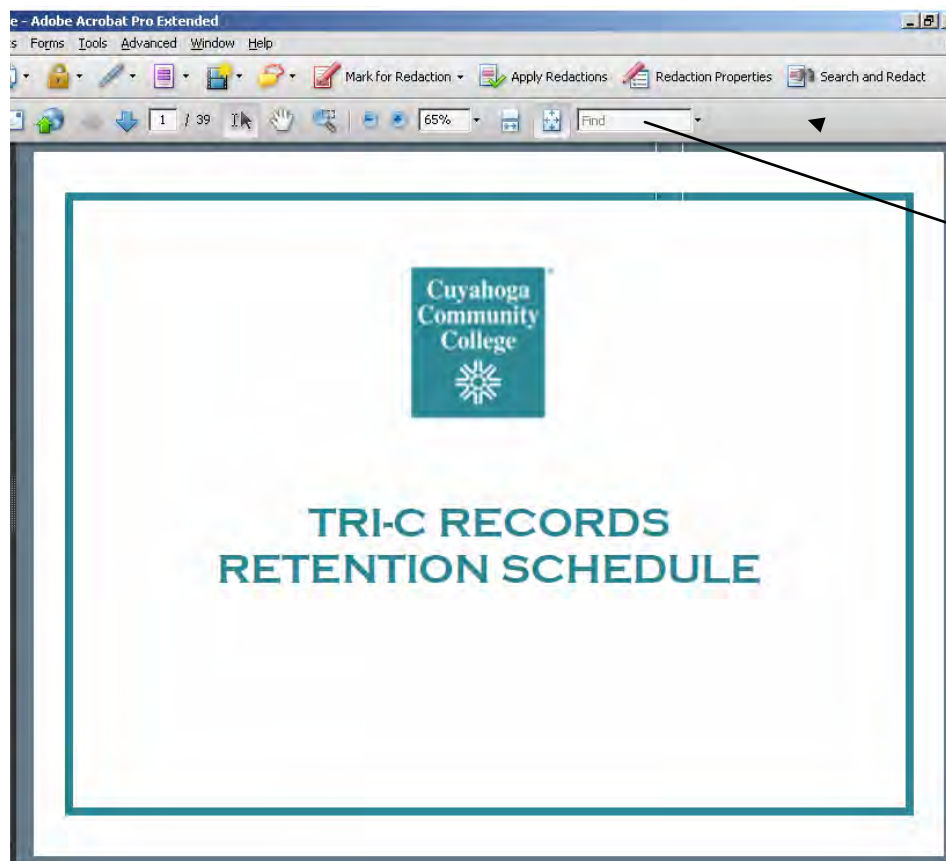# TRI-C RECORDS RETENTION SCHEDULE

As of January 2023

INSTRUCTIONS FOR SEARCHING THE RECORDS RETENTION SCHEDULE

The Tri-C Records Retention Schedule is a PDF-formatted document.

To search the Schedule for a specific record category, you can:

#1 – Scroll through the Schedule page by page.

Utilize the "Find" function in Adobe to search the entire Schedule.

Type a search term or key word into the box and press Enter. You will be taken directly to the first occurrence of that word in the Schedule. You can then click on forward and back arrows to navigate to each next or previous occurrence of the search term.

Calculating Records Retention Times and Destruction

Step One –   Determine what kind of document you have; determine what category the document is.

Step Two –   Determine the date the document was created or received.

Step Three –   Look up the category of the document on the retention schedule.

Step Four –   From the Retention Schedule determine if you are the "owner" of the document.

Step Five –   Apply the retention time and calculate the destruction date.

Remember that we calculate our destruction dates based on the Fiscal Year.

Examples:

General Correspondence has a retention time of 1 year. Correspondence sent or received in FY 11 (July 1, 2010 through June 30, 2011) should be retained for 1 year. When June 30, 2011 arrives, the clock starts ticking on the 1 year. Therefore, all correspondence sent or received during FY 11 must be destroyed on July 1, 2012.

For a document that has an Active + 6 year retention such as Litigation Files, you would maintain the records while they are active. When the "active" period is over the clock starts ticking on the 6 years. So, if this case closes during FY 11, the clock starts ticking on June 30, 2011 and 6 years is added to the retention making the destruction date July 1, 2017.

If you are *not* the owner or originator of the document, you most probably have a convenience copy. The retention time on convenience copies is a Maximum of 1 year. You may discard the convenience copy at any time during the year, but may not retain it after a Maximum of 1 year.

RETENTION TERMINOLOGY

Record retention is either a set period of time or event-driven. Below is retention period terminology and abbreviations commonly used in retention schedules:

Abbreviation	Definition
3 CYCLES	This retention period pertains to the retention of electronic back-up files.
3Y, 4Y, etc.	3 years, 4 years…
ACT, ACT+1, ACT+2, etc.	Active+: The final disposition clock starts once the active period is over. *Example: Strategic Plans must be retained 1 year after a new strategic plan is adopted.*
CR+1, CR+2, etc.	Creation date + 1 year, Creation date + 2 years, Creation date + 0 years/2 months
CY, CY+1, CY+2, etc.	Current Year (through December 31 of the year the record is created), Current Year + 1 year, Current Year + 2 years…
FY	Fiscal Year (July 1-June 30)
INDEFINITE	Records required to be maintained for a significant period of time and possibly permanently. Their status should be reappraised periodically.
LOB	Life of Building+: Similar to "Active+" but pertains specifically to buildings. The retention period begins when a building is destroyed or sold.
PRM	Permanent
SUP	Until Superseded: Documents that are routinely updated and superseded by the current version.
TRANSIENT	Documents including telephone messages, some emails, drafts, etc., which have temporary value. Retention is not a fixed period of time and is event-driven; should be disposed of after it is superseded by the official record or no longer needed.

Schedule Title	Schedule Description	Archival Review	Total Retention
Accounting - Annuity Records	Statement of payroll deductions for employees' annuity plans.	No	FY+4
Accounting - Bad Debt Actions	Overdue accounts, such as library fines, parking tickets, loans, payment for services rendered, etc.	No	ACT+4
Accounting - Balance Sheets	A report of institutional assets, liabilities, and equities. A periodic report, not the year-end report.	No	FY+4
Accounting - Bookstore Management Documentation	Including buy-back Records, cash drawer sign-out sheets, cashier balancing forms, charge forms, mark-up/mark-down sheets, merchandise return Records, and special orders.	No	FY+4
Accounting - Cash & Investment Records	Cash receipts, cash disbursements, cash journals, reconciliations, documentation, and any and all Records regarding the College's cash and investment transactions.	No	FY+4
Accounting - Cash Management Reports		No	FY+4
Accounting - Cash Register Tapes		No	FY+4
Accounting - Cash Reports	Daily Cashier Control Sheet.	No	FY+4
Accounting - Chart of Accounts	A list of the accounts used by an organization with each account usually assigned a number or code.	No	FY+4
Accounting - Commission Income Records	Record of money received as commission on external vendor contracts, including food service, bookstore, and vending machine contracts.	No	FY+4
Accounting - Cost Accounting	Record analyzing costs for producing certain items or performing certain tasks.	No	FY+4
Accounting - Expenditure Report	Periodic reports of expenditures, usually by department or account.	No	FY+4
Accounting - Facility Rentals Billing		No	FY+4
Accounting - Fixed Assets Records	Inventory and other information maintained on capitalized assets (structures, site improvements, machinery & equipment, information systems, furniture & fixtures, and vehicles).	No	ACT+4
Accounting - General Ledgers	A book containing a summary or detail of all transactions affecting the accounts of the College.	Yes	FY+4
Accounting - Journal Entries	The means of entering details of a transaction into the accounting system. Journal entries are made in a journal and later posted to a ledger. Entry also includes a brief explanation.	No	FY+4
Accounting - Journals	The record in which financial transactions are first recorded before being posted as a debt or credit to an account in a ledger. A chronological documentation of transactions.	No	FY+4
Accounting - Petty Cash Records	Includes cash drawers.	No	FY+4

Schedule Title	Schedule Description	Archival Review	Total Retention
Accounting - Requisitions	Forms used to order goods and services.	No	FY+4
Accounting - Royalty Payments		No	FY+4
Accounting - Sales Receipts		No	FY+4
Accounting - Subsidiary Ledgers	A book of accounts of the College.	No	FY+4
Accounting - Surplus Property Documentation		No	ACT+5
Accounting - Telephone Expense Records	Periodic reports of long distance and local phone charges.	No	FY+4
Accounting - Travel Expenses	Record of expenses incurred on official travel. Used to receive reimbursement.	No	FY+4
Accounting - Unemployment Insurance Payments		No	FY+4
Accounting - Voucher Register	A journal in which accounts payable and their payments are recorded.	No	FY+4
Accounting - Vouchers	A record of cash disbursement used to establish control over expenditures and ensuring appropriate approval for each transaction.	No	FY+4
Accounts Payable - 1099	Federal form used to report payments to independent contractors or others.	No	FY+6
Accounts Payable - Accounts Payable	Amounts owed on open accounts for goods or services received.	No	FY+4
Accounts Payable - Invoices	Bills for goods or services received, including chargebacks.	No	FY+4
Accounts Payable - Ledgers		No	FY+4
Accounts Payable - Vouchers		No	FY+4
Accounts Receivable - Accounts Receivable	Amounts due from others on open accounts as a result of providing goods or services.	No	FY+4
Accounts Receivable - Invoices	Bills for goods shipped or services rendered. Usually matched to purchase orders and delivery slips and attached to voucher for payment. Includes chargebacks.	No	FY+4
Admissions - Applicants Who Do Matriculate - Applications for Admission or Readmission	Includes standard, dual, early, and post-secondary admissions. Forms requesting admission or readmission to the institution.	No	ACT+3
Admissions - Applicants Who Do Matriculate - Authorization to Attend	From third parties verifying eligibility to attend.	No	ACT+1

Schedule Title	Schedule Description	Archival Review	Total Retention
Admissions - Applicants Who Do Matriculate - Correspondence	Correspondence relevant to forms for admission or readmission to the institution.	No	ACT+3
Admissions - Applicants Who Do Matriculate - Dual Admission Application		No	ACT+3
Admissions - Applicants Who Do Matriculate - Entrance Examination & Placement Test Reports	Including, but not limited to GED, ACT/SAT, AP/CLEP and Ability to Benefit Tests (Financial Aid). Standardized test scores related to admission to the institution and placement test scores. Note: The timeframe of ACT+3 fufills the DOE requirement for ABT.	No	ACT+3
Admissions - Applicants Who Do Matriculate - Foreign Student Forms	Including, but not limited to, I-20, Affidavit of Support, sponsor financial statement and letter, student transfer form, and student application.	No	ACT+3
Admissions - Applicants Who Do Matriculate - Medical Records	Medical Records related to application to the institution. Student information needed by the College, but not Records generated here.	No	ACT+3
Admissions - Applicants Who Do Matriculate - Post Secondary Enrollment Options Program (PSEOP) Application		No	ACT+3
Admissions - Applicants Who Do Matriculate - Residency Status Documents	Documents supporting determination of legal domicile (residency).	No	ACT+6
Admissions - Applicants Who Do Matriculate - Transcripts - High School		No	ACT+1
Admissions - Applicants Who Do Matriculate - Transcripts - Other Institutions of Higher Learning	Records of courses taken at other post-secondary institutions and documents supporting prior learning, including credit for military training.	No	ACT+1
Admissions - Applicants Who Do Matriculate - Transfer Credit Evaluations		No	ACT+1
Admissions - Applicants Who Do Not Matriculate - Advanced Placement Records	Forms and Records supporting consideration for advanced placement in course(s) where no credit is granted.	No	ACT+1
Admissions - Applicants Who Do Not Matriculate - Applications for Admission or Readmission	Includes standard, dual, early, and post-secondary admissions. Forms requesting admission or readmission to the institution.	No	ACT+1
Admissions - Applicants Who Do Not Matriculate - Authorization to Attend	From third parties verifying eligibility to attend.	No	ACT+1

Schedule Title	Schedule Description	Archival Review	Total Retention
Admissions - Applicants Who Do Not Matriculate - Correspondence	Correspondence relevant to forms for admission or readmission to the institution.	No	ACT+1
Admissions - Applicants Who Do Not Matriculate - Dual Admission Application		No	ACT+1
Admissions - Applicants Who Do Not Matriculate - Entrance Examination & Placement Test Reports	Including, but not limited to GED, ACT/SAT, AP/CLEP and Ability to Benefit Tests (Financial Aid). Standardized test scores related to admission to the institution and placement test scores.	No	ACT+1
Admissions - Applicants Who Do Not Matriculate - Foreign Student Forms	Including, but not limited to, I-20, Affidavit of Support, sponsor financial statement and letter, student transfer form, and student application.	No	ACT+3
Admissions - Applicants Who Do Not Matriculate - Medical Records	Medical Records related to application to the institution. Student information needed by the College, but not Records generated here.	No	ACT+1
Admissions - Applicants Who Do Not Matriculate - Post Secondary Enrollment Options Program (PSEOP) Application		No	ACT+1
Admissions - Applicants Who Do Not Matriculate - Residency Status Documents	Documents supporting determination of legal domicile (residency).	No	ACT+6
Admissions - Applicants Who Do Not Matriculate - Transcripts - High School		No	ACT+1
Admissions - Applicants Who Do Not Matriculate - Transcripts - Other Institutions of Higher Learning	Records of courses taken at other post-secondary institutions and documents supporting prior learning, including credit for military training.	No	ACT+1
Admissions - Classes - Audit Authorizations	Approval forms to audit a class.	No	ACT+3
Admissions - Classes - Canceled Registration Files	Record of canceled registrations, including amount owed, reason, etc.	No	ACT+4
Admissions - Classes - Change of Course Schedule (Add/Drop)		No	ACT+3
Admissions - Classes - Course Outlines		Yes	ACT+1
Admissions - Classes - Course Syllabi - Held by Individual Faculty		No	ACT+10

Schedule Title	Schedule Description	Archival Review	Total Retention
Admissions - Classes - Course Syllabi - Held by Program Heads		No	ACT+1
Admissions - Classes - Credit by Examination Form		No	ACT+3
Admissions - Classes - Official Class Roster	List of students enrolled for individual classes.	No	ACT+3
Admissions - Classes - Pass/Fail Request		No	ACT+3
Admissions - Classes - Registration/Enrollment Forms		No	ACT+3
Admissions - Classes - Withdrawal Authorizations		No	ACT+3
Admissions - Curriculum - Catalogs	Official course bulletins of the College.	Yes	IND
Admissions - Curriculum - Development Files	Files documenting approval of new programs and degrees.	Yes	IND
Admissions - Curriculum - Schedule of Classes (Institutional)	Schedule of classes offered each term by the College.	Yes	IND
Admissions - General - Academic Action Notifications	Communications notifying students of dismissal, academic probation, etc.	No	ACT+3
Admissions - General - Accreditation Files - College-wide	Files containing information on College programs or units submitted to outside accrediting bodies. Some items required for accreditation may be listed as a separate record categories in this schedule.	No	ACT+10
Admissions - General - Accreditation Files - Discipline-Specific	Files containing information on College programs or units submitted to outside accrediting bodies. Some items required for accreditation may be listed as a separate record categories in this schedule.	No	ACT+10
Admissions - General - Advising Files	Includes notes about student, possible courses the student would take, and correspondence with the student.	No	ACT+3
Admissions - General - Applicant Flow Data File	Statistical information, percentages dealing with race, religion, sex, etc.	No	ACT+6
Admissions - General - Documenting Supporting School's Calculation of its Graduation/Completion and Transfer-Out Data		No	ACT+3

Schedule Title	Schedule Description	Archival Review	Total Retention
Admissions - General - Enrollment Transaction Audit Data	In-person, Web & IVR	No	ACT+3
Admissions - General - Enrollment Verifications	Records for the academic year and each term listing teaching and advisory assignments, research, administrative duties and public service. Data is included for full-time and part-time faculty. Reports printed either alphabetically by name of faculty member or by department.	No	ACT+3
Admissions - General - Faculty Activity & Service Reports		Yes	ACT+6
Admissions - General - Faculty Awards	Tri-C awards including, but not limited to, the Besse Award, or awards for scholarship and travel.	No	ACT+5
Admissions - General - Federal Disclosure of Institutional Information		Yes	IND
Admissions - General - Graduate Report Survey		Yes	ACT+5
Admissions - General - Grants	Grant documentation for projects including, but not limited to: Science, Engineering, Mathematics and Aerospace Academy (NASA-SEMAA), National Institute of Health (NIH-Bridges), OBOR Early English Composition Assessment, US Department of Education Disabled Student Services, and Ohio Department of Education Tech Prep and ABLE Grants.	No	ACT+5
Admissions - General - IPEDS Report		Yes	ACT+10
Admissions - General - OBOR Report		Yes	ACT+5
Admissions - General - Personal Data Information and Update Forms (Students)		No	ACT+3
Admissions - General - Student Disciplinary Files	Files maintained by Student Affairs on students who have been accused of disciplinary violations.	No	ACT+6
Admissions - General - Student Organizations	Includes registration Records, organizations' profiles, by-laws, constitutions, and related materials.	Yes	ACT+3
Admissions - General - Student Right-to-Know Graduation/Completion and Transfer-Out Data		Yes	ACT+10
Admissions - General - Student Summer Contracts	Flyers for on and off-campus employment opportunties.	No	ACT

Schedule Title	Schedule Description	Archival Review	Total Retention
Admissions - General - Student's Written Consent for Records Disclosure		No	ACT+3
Admissions - General - Tuition and Fee Schedule		Yes	ACT+10
Admissions - Grades - Change of Grade Forms (Update Documents)		No	IND
Admissions - Grades - Faculty Grade Report (Grade or narrative)	Copy of grade reports as submitted to registrar by faculty.	No	IND
Admissions - Grades - Faculty Gradebooks		No	MAX+5
Admissions - Grades - Grade Reports (Registrar's Copies)	Copy of grade report as sent to student. Grade or narrative.	No	ACT+3
Admissions - Grades - Grade Statistics		Yes	IND
Admissions - Grades - Student Coursework	Test, examinations, quizzes, papers, projects, etc. leading to a final grade and posting on the official student record.	No	FY+1
Admissions - Graduation - Audit Records and Correspondence		No	FY+4
Admissions - Graduation - Commencement Programs		Yes	ACT+10
Admissions - Graduation - Graduation Authorizations	Documents certifying completion of degree requirements.	No	ACT+3
Admissions - Graduation - Graduation Lists		Yes	IND
Admissions - Graduation - Petitions for Graduation		No	ACT+3
Admissions - Programs - Articulation Agreements	Agreements with other four year institutions and other statewide transfer initiatives.	No	ACT+5
Admissions - Programs - Documentation of Enrollment in Program of Study		No	ACT+3
Admissions - Programs - Program Participation Agreements		No	ACT+3

Schedule Title	Schedule Description	Archival Review	Total Retention
Admissions - Programs - Self-Evaluation Reports		No	ACT+3
Admissions - Records & Information Requests - Disclosures of Personally Identifiable Information		No	ACT+3
Admissions - Records & Information Requests - Requests for Formal Hearings		No	ACT+3
Admissions - Records & Information Requests - Student Requests for Nondisclosure of Directory Information		No	ACT+3
Admissions - Records & Information Requests - Student Statements Regarding Hearing Panel Decisions		No	ACT+3
Admissions - Records & Information Requests - Written Decisions on Hearing Panels		No	ACT+3
Admissions - Requests for Transcripts - Other Than Student Requested		No	ACT+1
Admissions - Requests for Transcripts - Student Requested		No	ACT+1
Admissions - Research - Grants Files - Awarded	Files containing proposals, budgets, and accounting information on Grants received by faculty members from federal and state agencies and private foundations.	Yes	ACT+5
Admissions - Research - Grants Files - Not Awarded	Applications and proposals by faculty for Grants that were not funded.	No	FY+1
Admissions - Research - Research Protocol Committee Files	Includes lists of protocols to be considered, new reviews, approvals, requests, and revised protocol forms.	Yes	ACT+10
Admissions - Research - Research Protocol Records	Includes protocol correspondence, grant information, approval forms, progress reprots, prescription drug tracking forms, memos, history sheets, previously active protocol, and LAMS file.	No	ACT+3
Affirmative Action - Complaint Files	Record of staff or student grievances based on equal opportunity and affirmative action regulations.	No	ACT+6
Affirmative Action - EE-06 Report [EEOC]	Annual report required by the federal government, including information on race, sex, salary, tenure, etc. for different groups of employees.	No	FY+6

Cuyahoga Community College
Retention Schedules with Record Titles

Schedule Title	Schedule Description	Archival Review	Total Retention
Affirmative Action - Plan Files	Procedures and regulations to be followed, work force analysis, goals, timetables, statistics.	No	FY+6
Benefits - Elections - Insurance, Disability, Savings, Etc. Plans	Related to contributions and participation in College-sponsored benefit plans.	No	ACT+6
Benefits - Elections - Pension Plans (401a, 403b & 457)	Related to contributions and participation in College-sponsored benefit plans.	No	IND
Benefits - Pension Plans (401a, 403b & 457)	Related to College-sponsored benefit plans. Includes insurance, pension, disability, medical survivor programs, ESOP, PAYSOP, vesting criteria, vacation entitlements, educational assistance, savings plans, and correspondence explaining benefits plans.	No	ACT+6
Board and College Policies	Trustee Bylaws & College Policies	Yes	ACT+10
Business Continuity - Environmental - Asbestos Abatement Records	All Records pertaining to asbestos abatement including, but not limited to, requests for asbestos abatements, completion dates, and materials used.	No	IND
Business Continuity - Environmental - Environmental Monitoring Records	Records pertaining to Environmental assessments, EPA compliance, Bureau of Underground Storage Tank Regulations compliance (reports, registrations and payment of fees), monitoring, and training.	No	IND
Business Continuity - Hazardous Materials - Exposure Documentation 132	Records pertaining to Hazardous Materials exposure, including manifestson hazardous waste and infectious waste disposal.	No	IND
Business Continuity - Hazardous Materials - Laboratory Inspection Reports	Periodic inspections of laboratories.	No	ACT+5
Business Continuity - Insurance - Accident	Include Records of policies, certificates, claims, and investigation.	No	FY+20
Business Continuity - Insurance - Injury	Include Records of policies, certificates, claims, and investigation.	No	FY+20
Business Continuity - Insurance - Property	Include Records of policies, certificates, claims, and investigation.	No	FY+20
Business Continuity - Insurance - Workers Compensation	Include Records of policies, certificates, claims, and investigation.	No	IND
Business Continuity- Radiometer Exposure Records			IND
Capital & Construction - Real Estate Records	Copies of deeds, leases, purchase agreements, appraisals, etc. documenting real property purchased or leased by the institution. Original deed maintained by Auditor of State.	Yes	ACT+5

Schedule Title	Schedule Description	Archival Review	Total Retention
College Governance Files	Files of the Board of Trustees, committees and governance groups documenting the official actions of governing bodies. Includes agendas, meeting minutes and resolutions.	Yes	IND
Computer Usage -Files – User, System, & Web Logs	Electronic files or automated logs created to monitor computer system usage including but not limited to log-in files, system and network usage files, data entry logs, and records of individual computer program usage.	No	SUP
Construction Projects - Bidding Documentation	Includes, but is not limited to, Addenda, Pre-bid Meeting Minutes, Bid Tabulations, Bid Rejection Letters, Contractor Award Recommendation Letters, Recommendations and Reports for Contractor Awards, Contractor Contracts, Contractor Bonds, Contractor Insurance Certificates, and Contractor Notices to Proceed.	No	ACT+5
Construction Projects - Construction Designs and Specifications	Written requirements and standards for materials, equipment, construction systems and workmanship as applied to the work and certain administrative details applicable thereto. Includes, but is not limited to, Building and Trade Permits and Licenses, Construction Manager Monthly Reports, Meeting Minutes, Coordination Drawings, Constrution Schedules, Requests for Information, Shop Drawings/Submittals, Material/Product Sample Submittals, Proposal Requests, Contractor Field Work Orders, Contractor Requests for Change Orders, Contractor Change Orders, Contractor Notices, Contractor Payment Applications, Contractor Certified Payroll Reports, Contractor Claims, Commissioning Reports, Diversity Reports, LEED Documentation, Testing and Inspection Reports, Agency Inspection Reports, and Certificates of Occupancy.	Yes	ACT+5
Construction Projects - Design Review Committee	Minutes, agendas, correspondence and general information. Committee responsible to review site and elevation plans to ensure compatibility with surrounding projects and Master Plan.	No	ACT+5
Construction Projects - Environmental Impact Assessment	Used to determine potential Environmental concerns existing at site prior to demolition and construction.	Yes	ACT+5
Construction Projects - Post-Construction Documentation	Includes, but is not limited to, "11-Month-Walk-Through" Results and LEED Certification Follow-up Information.	No	ACT+5
Construction Projects - Pre-Design Documentation	Includes, but is not limited to, Requests for Qualifications, Consultant Qualifications Proposals and Scoring Sheets, Consultant Interview Results, Recommendations and Reports for Consultation Awards, Consultant Fee Negotiations, Consultant Contract or PSA and Contract/PSA Amendments.	No	ACT+5
Construction Projects - Programming and Design Documentation	Includes, but is not limited to, Program of Requiremens Submittal and Review Comments, Schematic Design Submittal and Review Comments, Design Development Submittal and Review Comments, Construction Documents Submittal (Drawings and Specficiations) and Review Comments, Inter-Discipline Coordination Plan Reviews, Agency/Municipality Plan Reviews and Approvals, Design Phase Meeting Minutes and LEED Charrette Minutes.	No	ACT+5

Schedule Title	Schedule Description	Archival Review	Total Retention
Construction Projects - Project Request & Program Statement	A request from the College community to initiate a project. Also includes Project Request Forms (BF-27's) and Equipment and Furniture Requests (BF-27a's).	Yes	ACT+5
Construction Projects - Punch List & Closeout Documentation	Includes, but is not limited to, all Punch Lists and Contractor Responses, Final Commissioning Report, Closeout Items such as Manuals, Warranties/Guarantees, and Record Drawings, Contractor Final Payment Application, Contractor Payment Release Affidavit, Certification of Contract Completion, and Contractor Performance Evaluations.	No	ACT+5
Dispatch Logs - Audio Dispatch Logs	Voice Data Log Records.	No	ACT+0/6
Dispatch Logs - Electronic Dispatch Logs	Records of request for service received by the Dispatcher, recorded electronically.	No	ACT+6
Employee (Personnel) Files - Full-Time Faculty	Employment record maintained for full-time faculty. Files can contain hiring documentation, resumes/vitaes, letters of recommendation, original transcripts, certifications, licenses, original faculty contracts and addenda, miscellaneous correspondence, sabbatical (PIL-performance improvement leaves) information, performance evaluations, certificates of training, promotion and tenure documentation and decisions, disciplinary documents, separation notifications, etc.	No	ACT+6
Employee (Personnel) Files - Part-Time Faculty	Employment record maintained for part-time faculty. Files can contain hiring documentation, resumes/vitaes, letters of recommendation, original transcripts, certifications, licenses, miscellaneous correspondence, performance evaluations, disciplinary documents, separation notifications, etc.	No	ACT+6
Employee (Personnel) Files - Staff	Employment record maintained for full-time and part-time College bargaining and non-bargaining employees. Files can contain position descriptions, hiring documentation, resumes, transcripts, certifications, licenses, letters of appointment, notifications of change such as layoff, promotion, recall, reclassification, transfer, etc., performance evaluations, letters of recommendation, disciplinary documents, separation notifications, etc.	No	ACT+6
Employee (Personnel) Files - Student Employee	Employment record maintained for students working in part-time temporary positions. Files can contain hiring documentation, student authorization forms, student employee checklist, disciplinary documents, separation notifications, etc.	No	ACT+6
Employment - Attendance & Call-off Records	Includes monthly attendance Reports for all locations, leave requests, call-off replacement Logs and call-off slips.	No	FY+1
Employment - Campus Police Background Checks	In-depth and/or extensive background checks run by and/or on behalf of Campus Police & Security Services. Includes fingerprints. Excludes background checks handled by Human Resources. Upon termination, background check is securely destroyed. Personnel file is sent to HR.	No	ACT
Employment - Certifications	Certificates and documentation of training received and/or completed. Upon termination of Employment, the certifications are transferrd to HR and added to the personnel file.	No	ACT

Schedule Title	Schedule Description	Archival Review	Total Retention
Employment - Fingerprints		No	ACT+6
Employment - Physical Exams	Upon termination, these tests and exams are securely destroyed. Main personnel record is maintained by Human Resources.	No	ACT
Employment - Polygraph Tests	Upon termination, these tests and exams are securely destroyed. Main personnel record is maintained by Human Resources.	No	ACT
Employment - Psychiatric Tests	Upon termination, these tests and exams are securely destroyed. Main personnel record is maintained by Human Resources.	No	ACT
Employment - Schedules	Monthly work schedules for employees for each campus and division.	No	ACT+1
Employment - Timecards	Record of time worked by employees.	No	FY+5
Employment Forms - I-9 - Employee	Federal employment eligibility verification for employees.	No	ACT+3
Employment Forms - I-9 - Student	Federal employment eligibility verification for on-campus student employees.	No	ACT+3
Employment forms - Tuition Remission of Fees Applications	Record of tuition waiver request for employees and dependents.	No	FY+4
Employment/Requisition Records - Application Files	May include hire and non-hire, including declines, information such as application forms, resumes, lists of all applicants, job posting tracking sheet, test results, referral, and interview data composite form, recommendation packet	No	FY+3
Employment/Requisition Records - Application Files - Non-Hires	Contains applications, correspondence, resumes, etc. from applications for positions.	No	FY+3
Employment/Requisition Records - Canceled Position Files	Application forms and correspondence sent and received concerning positions that have been canceled.	No	FY+3
Employment/Requisition Records - Certification Files	Records of employees who have attained certification in their classification. May include log book and printouts.	No	ACT+3
Employment/Requisition Records - Personnel Requisitions	Departmental request placed whenever a position within the department becomes vacant.	No	FY+3
Employment/Requisition Records - Pre-Employment Tests	May include tests such as background, drug, fingerprinting, etc.	No	ACT+3
Employment/Requisition Records - Recruitment/Search	Staff search files. May contain position authorization forms, job descriptions, minutes, applicants' credentials, search chronologies, authorization to hire forms, and correspondence.	No	FY+3

Schedule Title	Schedule Description	Archival Review	Total Retention
Employment/Requisition Records - Search Committee	Records of individuals who applied or interviewed for positions for which a committee was formed. Files contain position authorization forms, job descriptions, search committee minutes, applicant credentials, correspondence, and authorization to hire forms.	No	FY+3
Employment/Requisition Records - Selection Criteria Form	Form providing an explanation as to why a person was or was not hired for a College position.	No	FY+3
Facilities Development and Operations - Plant Operations & Maintenance - Work Requisitions	Requests for services, including facilities scheduling and work orders.	No	ACT+3
Finance - Audit Report - External	Final report of state or independent auditor.		FY+4
Finance - Audit Report - Internal	Final report of internal auditor.	No	FY+5
Finance - Audit Work Papers - External		No	FY+10
Finance - Audit Work Papers - Internal		No	FY+5
Finance - Bank Deposits	Record of deposits in banking institutions.	No	FY+4
Finance - Bank Reconciliations	Explanation of differences between bank statement balance and actual balance.	No	FY+4
Finance - Bank Statements	Periodic statement of bank balances.	No	FY+4
Finance - Bids - Accepted	For purchases.	No	ACT+5
Finance - Bids - Rejected	For purchases.	No	FY+3
Finance - Bond Issuances	Listing of bonds sold, usually for building projects, showing purchaser, date redeemed, interest due, etc. Includes all bond-related reports, disclosure and other related financial information.	No	ACT+4
Finance - Budget - Institutional	Final, approved, yearly budget for the College, usually in printed form.	Yes	ACT+1
Finance - Budget - Periodic Departmental Budget Analysis		No	ACT+1
Finance - Budget - Planning Documents	Budget requests, including program plans for coming year, usually by cost center. Also includes long-range planning documents, budget forecasts, budget templates, budget analysis, and budget reports.	Yes	ACT+5
Finance - Canceled Checks		No	FY+4
Finance - Check Register	Book or original entry for all cash disbursements paid by check.	No	FY+4

Schedule Title	Schedule Description	Archival Review	Total Retention
Finance - Endowment Fund Report - Annual	Annual report of funds collected or expended by endowment accounts.	No	ACT+4
Finance - Endowment Fund Report - Periodic	Periodic report of funds collected or expended by endowment accounts.	No	ACT+4
Finance - Financial Reporting - Annual Financial Report	Consolidated year-end report of financial situation showing assets and liabilities. Usually broken down by major funding areas, such as academic and student services areas. May include audit report.	Yes	FY+10
Finance - Financial Reporting - Grant Budgets		No	ACT+5
Finance - Financial Reporting - Grant Financial Reporting		No	ACT+5
Finance - Financial Reporting - Indirect Cost Report	Accounting & Finance	No	ACT+5
Finance - Financial Reporting - Not Subject to Audit		No	FY+4
Finance - Financial Reporting - Purchase Orders	Purchasing Office's copy of order to a supplier authorizing purchase of goods.	No	ACT+5
Finance - Financial Reporting - Purchasing Cards (P Cards)	Statements, related receipts, applications, and other pertinent purchasing cards Records.	No	ACT+5
Finance - Financial Reporting - Subject to Audit		No	FY+10
Financial Aid - Accounting Billing Letters	Concerns students who withdrew or reduced credit hours and were billed for the return of surplus aid money.	No	FY+4
Financial Aid - Canceled Check Records	Canceled checks, check stubs, and check journals showing payments for financial aid made to students.	No	FY+4
Financial Aid - Disbursement Records	Statement by individual of award amounts disbursed. Contains name, type, and amount of award.	No	FY+4
Financial Aid - General - Accounting Billing Letters	Concerns students who withdrew or reduced credit hours and were billed for the return of surplus aid money.	No	ACT+4
Financial Aid - General - Canceled Check Records	Canceled checks, check stubs, and check journals showing payments for financial aid made to students.	No	ACT+4

Schedule Title	Schedule Description	Archival Review	Total Retention
Financial Aid - General - Disbursement Records	Statement by individual of award amounts disbursed. Contains name, type, and amount of award.	No	ACT+4
Financial Aid - General - Non-Recipient Files	Copy of FAF for students who did not receive aid or enter the college.	No	ACT+1
Fiscal - Ledgers	Ledgers identifying SFA transactions	No	ACT+3
Fiscal - Reconciliation Reports		No	ACT+3
Fiscal - Student Accounts		No	ACT+3
Fiscal - Transactions	Records of SFA program transactions, including bank statements for accounts containing SFA funds	No	ACT+3
General - Academic Grievance Files - 1st Level Records	Files documenting grievances of students against faculty members.	No	ACT+6
General - Academic Grievance Files - 2nd Level Appeals Records	Files documenting grievances of students against faculty members.	No	ACT+6
General - Academic Grievance Files - 3rd Level Appeals Records	Files documenting grievances of students against faculty members.	No	ACT+6
General - Alien Certification Files	Records of employee requests made to the Department of Homeland Security for work certification. In addition to certification, the files include transcripts, letters of reference, resumes, and other pertinent information.	No	FY+6
General - Background Checks	Background checks run on potential new hires, excluding Campus Police and Security Service employees (see Campus Police & Security Services schedule).	No	ACT+3
General - Collective Bargaining Agreements		Yes	ACT+5
General - Discipline Files	Record of College employees including name, classification, department, reason for suspension or discipline and duration of suspension, and pertinent supporting documentation.	No	FY+5
General - Employee / Labor Relations	Files containing printouts, rosters, data, proceedings, and correspondence pertinent to labor and/or employee relations matters for bargaining and non-bargaining staff.	No	ACT+6
General - Public Fingerprinting Waivers		No	FY+1
General - Surveillance Video		No	CR+0/1

Schedule Title	Schedule Description	Archival Review	Total Retention
General - Surveys, Wage and Fringe Benefit	Surveys conducted by the College with area organizations in an effort to acquire comparative data regarding wage and fringe benefit programs.	No	FY+3
General - Web Check Documentation	Includes Web Check appointment log, Web Check sign-in and receipt Logs, and Web Check waiver authorizations.	No	FY+1
General Administrative - Annual Interim Fiscal Operations Reports	Reports to federal government on expenditures for federal programs.	No	ACT+3
General Administrative - Department or Program Unit Events		No	ACT+1
General Administrative - Input Documents	Copies of Records or forms designed and used solely for data input and control.	No	ACT+1
General Administrative - Organizational Charts		Yes	ACT+10
General Administrative - Strategic Plans - Departmental		Yes	ACT+1
General Administrative - Strategic Plans - Institutional		Yes	ACT+1
General Administrative - Subject Files	Files of correspondence, reports, memoranda, etc., documenting activities of general administrative offices. [Note: excludes President, Vice President, Director, Dean, or Chair and other upper level administrative offices]	No	FY+1
General Administrative - Subject Files - President, Vice President, Director, Dean or Chair	Files of correspondence, reports, memoranda, etc., documenting activities of these upper level administrative offices.	Yes	FY+3
General Administrative - Surveys	Surveys of students, staff, faculty, or community members.	No	ACT+1
General Administrative - Unofficial Records	Convenience copies of Records. The official record is retained by a designated unit for the full retention, but other departments or individuals may have unofficial copies.	No	MAX+1
General Administrative- Field Trips and Gym Equipment Waivers	Per ORC		ACT+2
General Administrative- Sports Records	Unless there is a reported incident		ACT+1
Governmental Relations & Community Outreach - Department Events	All materials related to the event including, but not limited to, budgets, programs, invitiations, letters, etc.	Yes	ACT+3
Governmental Relations & Community Outreach - Departmental Events	All materials related to the event including, but not limited to, budgets, programs, invitiations, letters, etc.		ACT+3

Schedule Title	Schedule Description	Archival Review	Total Retention
Governmental Relations & Community Outreach - Major District-wide and Community Events	All materials related to the event including, but not limited to, budgets, programs, invitiations, letters, etc.	Yes	ACT+3
Health Careers - Programs	Items are kept depending on the program's accrediting body	No	VARIOUS
Human Resources - Garnishment documentation - Staff	Contains copies of court orders, pertinent employee data, computation data, employee acknowlegment forms, IRS notices of levy, and correspondence regarding employee garnishment cases. Includes student workers.	No	ACT+3
Information Systems - Audit Trail Files	Data generated during the creation of a master file or database used to validate a master file or database during a processing cycle.	No	CYCLES+3
Information Systems - Backup Files	Copies of master files or databases, application software, logs, directories, and other Records needed to restore a system in case of a disaster or inadvertent destruction.	No	CYCLES+3
Information Systems - Computer Run Scheduling Records	Records used to schedule computer runs including daily schedules, run reports, run requests, and other Records documenting the successful completion of a run.	No	FY+1
Information Systems - Data Documentation & Data Dictionary Records	Records generally created during development or modification and necessary to access, retrieve, manipulate, and interpret data in an automated system including data element dictionary, file layout, code book or table, and other Records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	No	FY+4
Information Systems - Data Processing Policies	Records of data processing policies, including those covering access and security, systems development, data retention and disposition, and data ownership.	Yes	ACT+10
Information Systems - Disaster Preparedness & Recovery Plans	Records related to the protection and re-establishment of data processing services, equipment, and data (back-up files) in case of a disaster.	No	ACT+1
Information Systems - Hardware & Software Conversion Plans	Records relating to the replacement of equipment or computer operating systems.	No	ACT+1
Information Systems - Hardware Documentation	Records documenting the use, operation, and maintenance of the College's data processing equipment including operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	No	FY+4
Information Systems - Help Desk Logs & Reports	Records used to document requests for technical assistance and responses to these requests as well as to collect information on the use of computer equipment for program delivery, security, or other purposes.	No	FY+1
Information Systems - Information Resources Management & Data Processing Services Plan	College IT plans, data processing service plans, strategic plans, and related Records used to plan for Information Systems development, technology acquisitions, data processing services provision, or related areas.	Strategic	ACT+3

Schedule Title	Schedule Description	Archival Review	Total Retention
Information Systems - Maintenance Contract Files	Records documenting support services provided to specific data processing equipment or installations including site visit reports, program and equipment service reports, service histories, and correspondence and memoranda.	No	ACT+5
Information Systems - Operating Procedures	Records of procedures for data entry, the operation of computer equipment, production control, tape library, system backup, and other aspects of a data processing operation.	No	ACT+6
Information Systems - Software Documentation	Copy of program code, program flowcharts, program maintenance log, system change notices, original design documents, specifications requirements, acceptance tests, and other Records that document computer programs and the modifications made to computer programs.	No	ACT+3
Information Systems - Tape Library Control Records	Records used to control disposition of magnetic media in a tape library.	No	SUP
Information Systems - Test Database & Files	Routine or benchmark data sets, related documentation, and test results conducted or used to test or develop a system.	No	SUP
Intellectual Property - Copyrights		Yes	ACT+6
Intellectual Property - Patents		Yes	ACT+6
Intellectual Property - Trademark Registrations		Yes	ACT+6
Layoff - Documentation	Files containing printouts, reports, pertinent employee data, date of hire, and department are included.	No	FY+5
Legal - Administrative Agency Files	EEOC, OCRC, DOE, OCR, ICBWC files assigned to Office of Legal Services for handling.	No	ACT+6
Legal - Bankruptcy		No	ACT+6
Legal - Contracts	Records related to obligations under contracts, leases, and other agreements between the College and outside parties. Includes contracts for services, purchases and sales, transportation, leases, property, etc. Includes government contracts, Grants, and Records required to be kept until government audit.	No	ACT+5
Legal - General	Records related to legal activities not covered elsewhere on the schedules. Includes legal research files.	Yes	FY+3
Legal - Legal Opinions/Legal Projects	Records resulting from legal projects which document specific legal advice provided.	Yes	IND
Legal - Litigation Files		No	ACT+6
Legal - Ohio Legislative Service Commission Rules	Codified College rules filed with the Secretary of State, table of contents, manuals, and correspondence (Ohio Revised Code).	No	IND

Schedule Title	Schedule Description	Archival Review	Total Retention
Legal - Public Records Request Files	Legal Services / General Counsel	No	ACT+5
Legal - Subpoenas		No	ACT+3
Legal Services - Police Record Inquiries	Requests from law enforcement and federal agencies on former students.	No	ACT+3
Logs - Duty Logs		No	CR+0/6
Logs - Equipment Sign-in/Sign-out Logs	Includes key Logs and access card requests.	No	CR+0/6
Logs - Vehicle Logs		No	CR+0/6
Logs - Visitor Logs		No	FY+1
Non U.S. Department of Education Funding - General Administrative - Annual Interim Fiscal Operations Reports	Reports to federal government on expenditures for federal programs.	Yes	ACT+5
Non U.S. Department of Education Funding General Administrative - General Administrative - National Guard Scholarship Rosters	Lists of students receiving scholarships from the Ohio National Guard.	Yes	ACT+3
Non U.S. Department of Education Funding General Administrative - General Administrative - Ohio Academic Scholarship Rosters	Lists of students receiving scholarships for current academic year.	Yes	ACT+3
Non U.S. Department of Education Funding General Administrative - General Administrative - Ohio Bureau of Vocational Rehabilitation Grants Files	Record of awards by state agency for handicapped students.	No	ACT+5
Ohio Instructional Grants - Files	Record submitted by student for payment of fees. Eventually sent to OBOR for payment.	Yes	ACT+5
Ohio Instructional Grants - Rosters	List of students receiving Grants for current academic year.	No	ACT+5
Ohio Instructional Grants - Stop Payment	Stop payment for tuition.	No	ACT+4
Ohio Instructional Grants - Student Files	Files on Recipients, including: FAF's, and FAF need analysis reports, parental tax files, award letters, Statement of Educational Progress, Grants-in-aid documentation, guaranteed student loan applications, health profession loan files, nursing loan files.	No	ACT+5
Ohio Instructional Grants - Work Study Student Files	Contains application, PERS exemption form, and evaluations of students employed under Work-Study Program.	No	ACT+5

Schedule Title	Schedule Description	Archival Review	Total Retention
Payroll - Change Report	Bi-weekly listings of payroll adjustments processed through Personnel Services concerning full-time or part-time employee status, i.e., new employee, promotion, leave of absence, lateral transfers, and removals. Report arranged by pay period.	No	FY+4
Payroll - Checks	Checks paid employees for services they perform.	No	FY+4
Payroll - Employee Retirement System Files (PERS, STRS, ARP)	Includes copies of retirement applications documenting pertinent personal, spouse, and beneficiary data, as well as working papers and correspondence. Also includes Records of employees' date of retirement and address.	No	ACT+6
Payroll - Garnishment documentation - Faculty	Contains copies of court orders, pertinent employee data, computation data, employee acknowledgment forms, IRS notices of levy, and correspondence regarding employee garnishment cases.	No	ACT+3
Payroll - Garnishment documentation - Staff	Contains copies of court orders, pertinent employee data, computation data, employee acknowledgment forms, IRS notices of levy, and correspondence regarding employee garnishment cases.	No	ACT+3
Payroll - Leave Records - Faculty	Vacation and sick leave earned and used.	No	ACT+6
Payroll - Leave Records - Staff	Forms used to document sick leave and vacation leave. Includes hiring date, longevity date, amount of sick leave and vacation leave accrued.	No	ACT+6
Payroll - Payroll Deduction Authorizations	All forms used to authorize deductions for charitable organizations, credit unions, union dues, U.S. Savings Bonds, etc.	No	ACT+6
Payroll - Payroll Register Report	Bi-weekly report showing gross-to-net calculation of salaries, wages and all other payments made to employees. Report run by pay period.	No	FY+4
Payroll - Summary Report	Stipend list, updated social security number reports, 1040 hours report, termination reports, summer rehires, college work-study awards, changes chart of accounts, step increases, department summaries, CWS earnings report, timecards by sequence number.	No	FY+4
Payroll - Time Cards - Student Employees	Record of hours worked by student employees.	No	FY+5
Payroll - Timecards - General	Record of time worked by employees.	No	FY+5
Payroll - Timecards - Grant Reporting	Record of time worked related specifically to Grants.	No	ACT+3
Payroll - Union Dues Membership List	Copy of lisiting of College employees paying dues to unions, including pertinent personal data, classification, and department.	No	FY+4
Payroll - W-2	Federal form reporting salaries, wages, and tips for each employee to the IRS.	No	FY+6
Payroll - W-4	Forms completed by employee showing federal tax withholding exemptions.	No	ACT+6

Schedule Title	Schedule Description	Archival Review	Total Retention
Performance Evaluations - Faculty - Promotion & Tenure Files	Recommendations, evaluations, materials submitted for promotion and tenure. Tenure and promotion recommendations (approval or denial) and pertinent correspondence maintained in personnel file.	No	FY+5
Performance Evaluations - Full-Time Faculty	File may include classroom peer observation And mentoring forms, student evaluations and scantrons, performance objective forms, etc. Used for reappointment, promotion, and tenure.	No	ACT+6
Performance Evaluations - Part-Time Faculty	File may include classroom peer observation And mentoring forms, student evaluations and scantrons, etc.	No	ACT+6
Performance Evaluations - Reclassification Files	Record of College employee reclassification with accompanying job audit reviews, audit appeals, position description questionnaires, correspondence, and final decision documentation.	No	FY+5
Performance Evaluations - Staff	File may include probationary period forms and evaluations, annual mid-year evaluations, annual year-end evaluations, etc.	No	ACT+6
Photographs - Digital Photographs		Yes	IND
Photographs - Print Photographs & Negatives		Yes	IND
Plant Operations & Maintenance - Buildings and Grounds - Elevator Certifications	Certificates, inspections and safety tests.	No	ACT+5
Plant Operations & Maintenance - Buildings and Grounds - Maintenance Records	Includes, but is not limited to, preventive maintenance Records, corrective maintenance Records, inspections and tests of alarm systems, boilers, elevators, emergency generators, fire safety systems (including fire doors), fume hoods, gas meters, piping systems, and sprinkler systems.	No	ACT+5
Plant Operations & Maintenance - Energy - Energy Audit Reports		No	ACT+4
Plant Operations & Maintenance - Energy - Energy Conservation Reports	Includes grant applications, energy audit data, grant award, rejection letters, correspondence, design and implementation documents, and Federal and State required reporting forms.	No	IND
Plant Operations & Maintenance -Buildings & Grounds - Buildings and Grounds - Blueprints	The As-Built construction drawings.	Yes	IND
Police Academy - Advanced Training Course Files	OPATA Private Security Law Enforcement Training all student records	No	ACT+4

Schedule Title	Schedule Description	Archival Review	Total Retention
Police Academy - Private Security School Files	tbd	No	ACT+4
Position Descriptions - Faculty	Description of current positions.	No	ACT
Position Descriptions - Position Vacancy Announcement	Job descriptions for each College position posted.	No	FY+3
Position Descriptions - Staff		No	ACT
Position Descriptions - Student Job Cards	Job descriptions for campus and off-campus positions which have been filled or are no longer offered.	No	ACT
Procurement Records - Hardware & Software	Records used in the Procurement of system hardware and software including requests for proposals, quotations and bids, benchmark/acceptance testing information, correspondence, duplicate copies of contracts, purchase orders, technical reviews, and vendor information including references and literature on the firm or product line.	No	ACT+4
Procurement Records - Services	Records created to initiate the purchasing process, authorize and provide funds for, or satisfy claims and expedite payments for private service providers including copies of purchase orders, involve requests, receipts, agency vouchers, service reports, and other supporting documents.	No	FY+4
Program - Program participation agreement		No	ACT+3
Program - Records pertaining to financial responsibility and standards of Administrative capability			ACT+3
Publicity & Marketing - Advertising	Including, but not limited to, advertising materials related to print, television, cable, radio and outdoor signage.	Yes	FY+2
Publicity & Marketing - Branding Materials		Yes	FY+2
Publicity & Marketing - News Clippings	AKA file clippings; clippings from news publications related to the College.	Yes	FY+2
Publicity & Marketing - News Releases		Yes	FY+2
Publicity & Marketing - Newsletters		Yes	FY+2
Publicity & Marketing - Social Media		Yes	FY+2
Recipient - Documentation of enrollment and program of study		No	ACT+3

Cuyahoga Community College
Retention Schedules with Record Titles

Schedule Title	Schedule Description	Archival Review	Total Retention
Recipient - Documentation supporting school's calculation of its completion/graduation or transfer-out rates		No	ACT+3
Recipient - Grants-in-Aid Records	completion/graduation or transfer-out rates	No	ACT+3
Recipient - History of transfer students	Recipient Records - Financial Aid history for transfer students	No	ACT+3
Records Management - Records Destruction Documentation		No	FY+10
Records Management - Records Disposal Certificates	From shredding and disposal vendors.	No	FY+10
Records Management - Retention Schedules		No	ACT+10
Recruitment Materials - Electronic Recruitment Materials	Videos, publications, posters, advertisements, etc. used to recruit students to attend the College.	Yes	FY+2
Recruitment Materials - Print/Physical Production Recruitment Materials		Yes	FY+2
Reports - Accident Reports	Reports created by College police for traffic accidents that occur on campus.	No	ACT+6
Reports - Campus Security Act & Uniform Crime Reports	Reports produced in compliance with federal programs.	Yes	FY+6
Reports - Crime Reports	Reports created by College police on campus criminal activity including criminal incident reports, officer's actions, supplemental forms and documentation, referrals, and subsequent investigation.	Yes	ACT+6
Reports - Daily Activity Reports	Daily Crime Logs and Daily Incident Reports created by College police and posted.		ACT+6
Reports - Misdemeanor Citations		No	ACT+6
Requirements for specific aid - Campus-based aid	Administrative requirements, Exp. Perkins Loan, SEOG, Federal Work Study. Does not include Student Files.	No	ACT+3
Requirements for specific aid - Family Federal Education Loands (FFEL) and Direct Loan eligibility Records		No	ACT+3
Requirements for specific aid - Federal Work-Study Student Files	Contains application, PERS exemption form, and evaluations of students employed under Work-Study Program.	No	ACT+5

Schedule Title	Schedule Description	Archival Review	Total Retention
Requirements for specific aid - Perkins Promissory Notes		No	ACT+3
Requirements for specific aid - Perkins Repayment		No	ACT+3
Requirements for specific aid - Student Files	Files on Recipients, including: Financial Aid Forms (FAFs), and FAF need analysis reports, parental tax files, draft registration compliance record, award letters, Statement of Educational Progress, Basic Education Opportunity Grant (Pell) Files, Grants-in-aid documentation, guaranteed student loan applications, health profession loan files, nursing loan files	No	ACT+3
Safety - Safety Records	Records pertaining to safety audits, OSHA compliance, vehicles, monitoring, and training.	No	IND
Selective Admission Academic Programs - Applicants Who Do Matriculate - Applications and Correspondence	Includes Dismissal/Probation. Examples include Health Careers and Paralegal Studies.	No	ACT+3
Selective Admission Academic Programs - Applicants Who Do Matriculate - Program-Specific Test Scores and Documentation	Includes Dismissal/Probation. Examples include Health Careers and Paralegal Studies.	No	ACT+3
Selective Admission Academic Programs - Applicants Who Do Not Matriculate - Applications and Correspondence	Examples include Health Careers and Paralegal Studies.	No	ACT+1
Selective Admission Academic Programs - Applicants who do not matriculate - Program-Specific Test Scores and Documentation	Examples include Health Careers and Paralegal Studies.	No	ACT+1
Selective Admission Academic Programs - General - Agreements / Clinicial Experience		No	ACT+5
Statistics - Degree		Yes	IND
Statistics - Racial/Ethnic		Yes	IND
Statistics - Statistical Reports of Evidence & Inquiry Office - Characteristics and Trends Reports 360		Yes	ACT+10

Schedule Title	Schedule Description	Archival Review	Total Retention
Statistics - Statistical Reports of Evidence & Inquiry Office - Enrollment Reports - Daily Enrollment Bulletins 1st and 15th days of Term 361		Yes	ACT+10
Statistics - Statistical Reports of Evidence & Inquiry Office - Enrollment Reports - End of Term Report 362		Yes	ACT+10
Student Accounting - Fee Assessment Data		No	ACT+3
Student Accounting - Hold or Encumbrance on Students Records / Registration Authorizations		No	ACT+4
Student Accounting - Rosters	Lists of students receiving Grants for current academic year.	No	ACT+4
Student Accounting - Sponsor Records		No	ACT+4
Student Accounting - Stop Payment	Stop payment for tuition	No	ACT+4
Student Accounting - Student Accounting Records	Files on individual students', sponsors', contract training and facility rental customers' paid and unpaid accounts, including loan application, correspondence, account activity Records, etc.	No	FY+4
Student Accounting - Student Accounts		No	ACT+3
Student Accounting - Transaction Audit Data		No	ACT+4
Student Records - Academic Records	Record of academic work pursued, including: grades, course evaluations, competency assessments, etc.	No	IND
Student Records - Athletics	Includes: Student Athletic Statement, Drug Testing Consent Form, Financial Aid information, Unofficial Visit information, Student Participation Waivers, and Letter of Intent.	No	ACT+3
Student Records - Continuing Education	Files include two types of Records: students enrolled in special interest courses, and students enrolled in professional certification programs.	No	ACT+3
Student Records - Correspondence	Student-specific correspondence (other than admissions).	No	ACT+3
Student Records - Petitions for Late Withdrawal	Including but not limited to: medical withdrawal and refund exemption and documentation.	No	ACT+3

Schedule Title	Schedule Description	Archival Review	Total Retention
Student Records - Program Requirement Modification	Change of major form; degree requirement waiver or substitution authorization.	No	ACT+3
Student Records - Veterans Administration Records and Correspondence		No	ACT+3
Student Records- Student Accessibility Services Intake Form	Including counselor notes, medical records etc., leading to an approval/denial	No	ACT+6
Subject Files (Board Secretary and Board)	Includes correspondence, reports, minutes, memoranda and informational files documenting the activities of the Board Secretary and the Board of Trustees. Includes Board Student Scholar Records.	Yes	FY+3
Training Documentation - Training Courses	Memoranda, flyers, catalogues, registration forms, rosters, and other Records relating to training courses run by a data processing user support or office automation support unit.	No	FY+1
Training Documentation - Training Records	Complete training Records for College employees.	No	ACT+3
Transportation & Parking - Motor Vehicle Records	Maintenance documentation	No	ACT+5
Transportation & Parking - Parking Appeals		No	CR+0/1
Trustee Files	Past and present individual trustee files. Includes resumes, correspondence, articles, appointment letters, etc.	Yes	ACT+3
U.S. Department of Education Funding - Federal Loan Check Registers	Record of checks sent to students for National Direct Student Loans and Health Education Assistance Loans.	No	ACT+3
U.S. Department of Education Funding - Federal Perkins Loan Program	General Administrative and Student Files	No	ACT+3
U.S. Department of Education Funding - Federal Supplemental Educational Opportunity Grant (FSEOG)	General Administrative and Student Files	No	ACT+3
Unemployment Compensation Documentation -	Consolidated file listing all employees (classified, contract, and faculty) for whom an unemployment claim has been filed. This includes copies of claim forms, correspondence, costs for the College and amount of unemployment compensation paid.	No	ACT+6
Unemployment Compensation Documentation - Log	Record of unemployment compensation cases.	No	SUP

Schedule Title	Schedule Description	Archival Review	Total Retention
Website - Website Development Files	Files documenting the process of development and/or re-design of College website(s).	Yes	FY+2
Website - Website Production Files	Files documenting actual production images of College website(s).	Yes	SUP
Workers' Compensation - Workers' Compensation Payments		No	FY+4
Workers' Compensation - Workers' Compensation Records		No	ACT+10