

TRIC RECORDS RETENTION SCHEDULE

AS OF MARCH 2012



INSTRUCTIONS FOR SEARCHING THE RECORDS RETENTION SCHEDULE

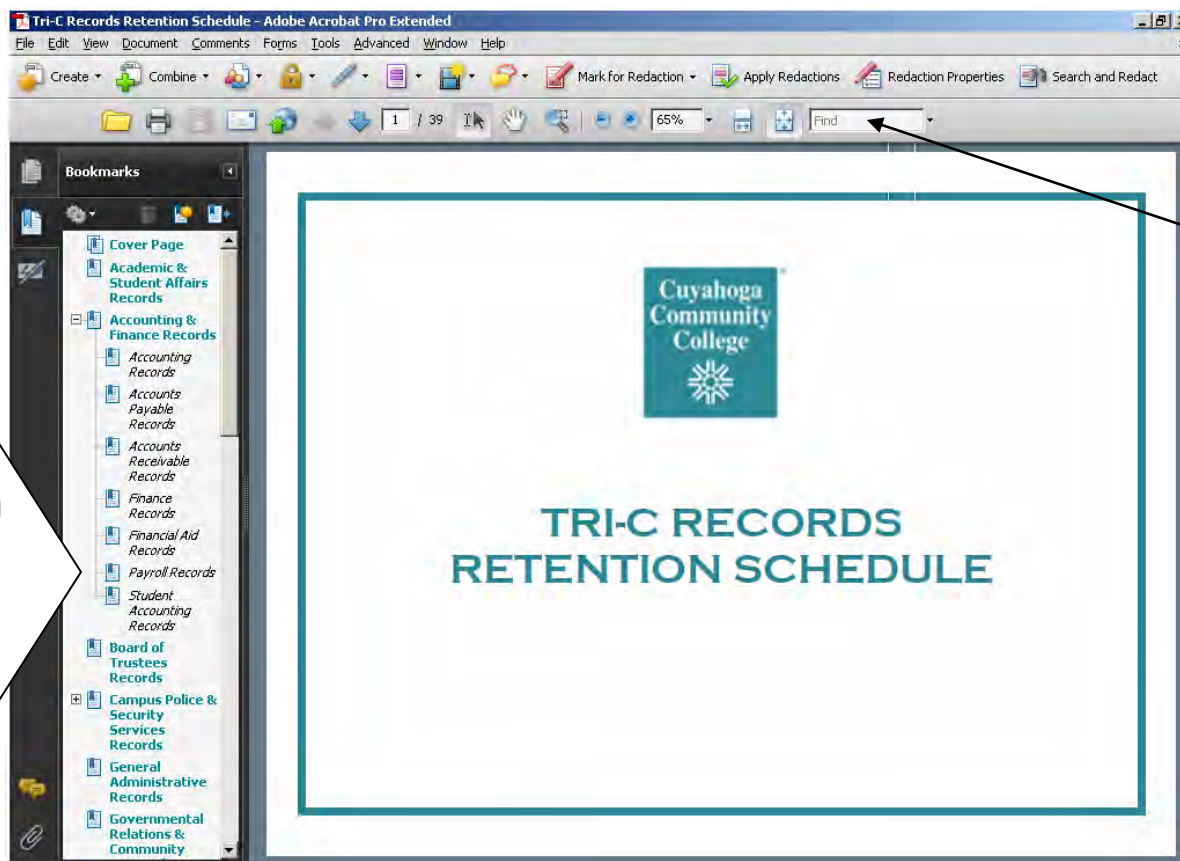
The Tri-C Records Retention Schedule is a PDF-formatted document. The Schedule is designed to open to the Cover Page and display Bookmarks along the left-hand side.

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

#1 – Scroll through the Schedule page by page.

#2 – Click on the Bookmark to target the records for a certain department and/or grouping of like records within each department.

Click on the Bookmark for Payroll Records to move directly in the Schedule to all record categories relating to Payroll.



#3 – 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 Personnel Files, you would maintain the records while they are active (the actual time the person is employed). When the employee terminates, the “active” period is over and the clock starts ticking on the 6 years. So, if this employee terminates 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.



TRIC RECORDS RETENTION SCHEDULE

RETENTION PERIOD ABBREVIATIONS & DEFINITIONS

Records retention periods fall into two categories:

- 1) Retention periods that are for a set period of time (years, months, etc.).
- 2) Retention periods that are driven by an event or ongoing matter linked to the record.

Outlined below are explanations of the retention periods that occur throughout this Schedule:

ABBREVIATION	RETENTION PERIOD	EXPLANATION
ACT	Active	While the matter is active. For example, while the contract is in force or while an employee is still working for the company.
NOTE: As indicated at the start of the Academic & Student Affairs Schedule, the definition of ACTIVE for STUDENTS has been established for the entire College.		
CYCLES	Cycles	This retention period refers to the retention of electronic back-up files.
D	Days	This retention period is calculated without regard to the Fiscal Year. The calculation of the retention period starts on the date the record was received or created.
IND	Indefinite	A long period of time for retaining records that could not be determined in advance. Every few years these records should be reviewed to determine when they can safely be destroyed.
M	Months	This retention period is calculated without regard to the Fiscal Year. The calculation of the retention period starts on the date the record was received or created.
MAX	Maximum	Keep records no longer than the numerical period stated with the MAX abbreviation. These records can be destroyed prior to the maximum numerical period but cannot be retained any longer.
Single Number (1, 2, 3...)	Fiscal Years	For example, a record with a retention period of "4" would be kept for 4 Fiscal Years.
SUP	Superseded	Keep the records until they are replaced by more current ones. For example, an employee directory listing or a spreadsheet that is updated with newly acquired information.
"+"	Plus	Some retention periods consist of two or more components. For example, contracts should be kept while they are active plus 5 Fiscal Years (ACT+5).



TRI-C RECORDS RETENTION SCHEDULE

ACADEMIC & STUDENTS AFFAIRS RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
<p>For purposes of the Academic & Student Affairs Schedule ONLY, the definition of ACTIVE for all STUDENTS shall be as follows for <u>all</u> departments:</p> <p>Students who have applied to Tri-C but who do not register for any classes, will no longer be ACTIVE as of July 1 of the next fiscal year immediately following the fiscal year in which the student submitted his/her application to Tri-C.</p> <p>Students who attend one or more classes at Tri-C, and who do not register for any additional classes after nine (9) consecutive terms will no longer be ACTIVE as of July 1 of the next fiscal year.</p>			
ADMISSIONS			
APPLICANTS WHO <u>DO</u> MATRICULATE			
<p>Applications for Admission or Readmission Includes standard, dual, early, and post-secondary admissions. Forms requesting admission or readmission to the institution.</p>	ACT+3	Registrar	No
<p>Authorization to Attend From third parties verifying eligibility to attend.</p>	ACT+1	Enrollment Management	No
<p>Correspondence Correspondence relevant to forms for admission or readmission to the institution.</p>	ACT+3	Registrar	No
<p>Dual Admission Application</p>	ACT+3	Enrollment Management / Registrar	No
<p>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.</p>	ACT+3 Note: The timeframe of ACT+3 fulfills the DOE requirement for ABT.	Banner / Registrar	No



TRIC RECORDS RETENTION SCHEDULE

ACADEMIC & STUDENTS AFFAIRS RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
Foreign Student Forms Including, but not limited to, I-20, Affidavit of Support, sponsor financial statement and letter, student transfer form, and student application.	ACT+3	Enrollment Management	No
Medical Records Medical records related to application to the institution. Student information needed by the College, but not records generated here.	ACT+3	Access Office / Student Life / Student Success / Enrollment Centers	No
Post Secondary Enrollment Options Program (PSEOP) Application	ACT+3	Enrollment Management	No
Residency Status Documents Documents supporting determination of legal domicile (residency)	ACT+6	Enrollment Management	No
Transfer Credit Evaluations	ACT+1	Registrar	No
Transcripts			
High School	ACT+1	Registrar	No
Other Institutions of Higher Learning Records of courses taken at other post-secondary institutions and documents supporting prior learning, including credit for military training.	ACT+1	Registrar	No



TRIC RECORDS RETENTION SCHEDULE

ACADEMIC & STUDENTS AFFAIRS RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
APPLICANTS WHO DO NOT MATRICULATE			
Advanced Placement Records Forms and records supporting consideration for advanced placement in course(s) where no credit is granted.	ACT+1	Registrar	No
Applications for Admission or Readmission Includes standard, dual, early, and post-secondary admissions. Forms requesting admission or readmission to the institution.	ACT+1	Enrollment Management	No
Authorization to Attend From third parties verifying eligibility to attend.	ACT+1	Enrollment Management	No
Correspondence Correspondence relevant to forms for admission or readmission to the institution.	ACT+1	Enrollment Management	No
Dual Admission Application	ACT+1	Enrollment Management	No
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.	ACT+1	Enrollment Management / Registrar	No
Foreign Student Forms Including, but not limited to, I-20, Affidavit of Support, sponsor financial statement and letter, student transfer form, and student application.	ACT+3	Enrollment Management	No



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ACADEMIC & STUDENTS AFFAIRS RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
Medical Records Medical records related to application to the institution. Student information needed by the College, but not records generated here.	ACT+1	Access Office / Student Life / Student Success	No
Post Secondary Enrollment Options Program (PSEOP) Application	ACT+1	Enrollment Management	No
Residency Status Documents Documents supporting determination of legal domicile (residency).	ACT+6	Enrollment Management	No
Transcripts			
High School	ACT+1	Registrar	No
Other Institutions of Higher Learning Records of courses taken at other post-secondary institutions and documents supporting prior learning, including credit for military training.	ACT+1	Registrar	No



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ACADEMIC & STUDENTS AFFAIRS RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
CLASSES			
Audit Authorizations Approval forms to audit a class.	ACT+3	Enrollment Management	No
Canceled Registration Files Record of canceled registrations, including amount owed, reason, etc.	ACT+4	Enrollment Management	No
Change of Course Schedule (Add/Drop)	ACT+3	Enrollment Management	No
Course Outlines	ACT+1	Division Offices	Review for continuing historical value and potential transfer to the College Archives
Course Syllabi			
Held by Program Heads	ACT+1	Division Offices	No
Held by Individual Faculty	MAX10	Individual Faculty	No
Credit by Examination Form	ACT+3	Registrar	No
Official Class Roster List of students enrolled for individual classes.	ACT+3	Registrar	No
Pass/Fail Request	ACT+3	Enrollment Management	No
Registration/Enrollment Forms	ACT+3	Enrollment Management	No
Withdrawal Authorizations	ACT+3	Enrollment Management	No



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ACADEMIC & STUDENTS AFFAIRS RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
CURRICULUM			
Catalogs Official course bulletins of the College.	ACT+10	Curriculum Office	Review for continuing historical value and potential transfer to College Archives
Development Files Files documenting approval of new programs and degrees.	ACT+10	Curriculum Office	Review for continuing historical value and potential transfer to College Archives
Schedule of Classes (Institutional) Schedule of classes offered each term by the College.	ACT+10	Executive Vice President of Academic & Student Affairs / Enrollment Management	Review for continuing historical value and potential transfer to College Archives
GENERAL			
Academic Action Notifications Communications notifying students of dismissal, academic probation, etc.	ACT+3	Enrollment Management / Registrar	No
Academic Grievance Files Files documenting grievances of students against faculty members.			
1st Level Records	ACT+6	Individual Faculty Member	No
2nd Level Appeals Records	ACT+6	Deans of Student Affairs - By Campus	No
3rd Level Appeals Records	ACT+6	Executive Vice President of Academic & Student Affairs	No



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ACADEMIC & STUDENTS AFFAIRS RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
<p>Accreditation Files 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.</p>			
<p>Discipline-Specific</p>	ACT+10	Executive Vice President of Academic Affairs	No
<p>College-wide</p>	ACT+10	Vice President of Institutional Planning & Effectiveness	No
<p>Advising Files Includes notes about student, possible courses the student would take, and correspondence with the student.</p>	ACT+3	Counseling Offices - By Campus	No
<p>Applicant Flow Data File Statistical information, percentages dealing with race, religion, sex, etc.</p>	ACT+6	Enrollment Management	No
<p>Enrollment Transaction Audit Data In-person, Web & IVR</p>	ACT+3	Enrollment Management	No
<p>Enrollment Verifications</p>	ACT+3	Enrollment Management	No
<p>Faculty Activity & Service Reports 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.</p>	ACT+6	Executive Vice President of Academic & Student Affairs	Review for continuing historicalvalue and potential transfer to College Archives



TRI-C RECORDS RETENTION SCHEDULE

ACADEMIC & STUDENTS AFFAIRS RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
Faculty Awards Tri-C awards including, but not limited to, the Besse Award, or awards for scholarship and travel.	ACT+5	District Director of Faculty and Professional Development	No
Federal Disclosure of Institutional Information	IND	Vice President of Institutional Planning & Effectiveness	Review for continuing historical value and potential transfer to College Archives
Graduate Report Survey	ACT+5	Vice President of Institutional Planning & Effectiveness	Review for continuing historical value and potential transfer to College Archives
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.	ACT+5	Grants Office	No
IPEDS Report Integrated Post-Secondary Education Data System	ACT+10	Vice President of Institutional Planning & Effectiveness	Review for continuing historical value and potential transfer to College Archives
OBOR Report Ohio Board of Regents.	ACT+5	Vice President of Institutional Planning & Effectiveness	Review for continuing historical value and potential transfer to College Archives



TRIC RECORDS RETENTION SCHEDULE

ACADEMIC & STUDENTS AFFAIRS RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
Personal Data Information and Update Forms (Students)	ACT+3	Registrar	No
Student Disciplinary Files Files maintained by Student Affairs on students who have been accused of disciplinary violations.	ACT+6	Student Affairs - By Campus	No
Student Right-to-Know Graduation/Completion and Transfer-Out Data	ACT+10	Vice President of Institutional Planning & Effectiveness	Review for continuing historical value and potential transfer to College Archives
Documenting Supporting School's Calculation of its Graduation/Completion and Transfer-Out Data	ACT+3	Vice President of Institutional Planning & Effectiveness	No
Student Organizations Includes registration records, organizations' profiles, by-laws, constitutions, and related materials.	ACT+3	Student Life - By Campus	Review for continuing historical value and potential transfer to College Archives
Student Summer Contracts Flyers for on and off-campus employment opportunities.	ACT	Vice President of College Pathways Program AND Executive Director of Community & Continuing	No
Tuition and Fee Schedule	ACT+10	Vice President of Finance & Administration	Review for continuing historical value and potential transfer to College Archives



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ACADEMIC & STUDENTS AFFAIRS RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
GRADES			
Change of Grade Forms (Update Documents)	IND	Registrar	No
Faculty Gradebooks	MAX5	Individual Faculty	No
Faculty Grade Report (Grade or narrative) Copy of grade reports as submitted to registrar by faculty.	IND	Registrar	No
Grade Reports (Registrar's Copies) Copy of grade report as sent to student. Grade or narrative.	ACT+3	Registrar	No
Grade Statistics	IND	Vice President of Institutional Planning & Effectiveness / Registrar	Review for continuing historical value and potential transfer to College Archives
Student Coursework Test, examinations, quizzes, papers, projects, etc. leading to a final grade and posting on the official student record.	1	Individual Faculty	No



TRIC RECORDS RETENTION SCHEDULE

ACADEMIC & STUDENTS AFFAIRS RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
GRADUATION			
Audit Records and Correspondence	4	Registrar	No
Commencement Programs	ACT+10	Campus Presidents' Offices / Deans of Student Affairs	Review for continuing historical value and potential transfer to College Archives
Graduation Authorizations Documents certifying completion of degree requirements.	ACT+3	Registrar	No
Graduation Lists	IND	Registrar	Review for continuing historical value and potential transfer to College Archives
Petitions for Graduation	ACT+3	Registrar	No



TRIC RECORDS RETENTION SCHEDULE

ACADEMIC & STUDENTS AFFAIRS RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
PROGRAMS			
Articulation Agreements Agreements with other four year institutions and other statewide transfer initiatives.	ACT+5	District Director of Transfer and Alternative Credit	No
Documentation of Enrollment in Program of Study	ACT+3	Registrar	No
Program Participation Agreements	ACT+3	Vice President of Enrollment Management	No
Self-Evaluation Reports	ACT+3	Executive Vice President of Academic & Student Affairs	No
RECORDS & INFORMATION REQUESTS			
Disclosures of Personally Identifiable Information	ACT+3	Registrar	No
Requests for Formal Hearings	ACT+3	Student Affairs - By Campus	No
Student Requests for Nondisclosure of Directory Information	ACT+3	Registrar	No
Student Statements Regarding Hearing Panel Decisions	ACT+3	Student Affairs - By Campus	No
Student's Written Consent for Records Disclosure	ACT+3	Registrar	No
Written Decisions on Hearing Panels	ACT+3	Student Affairs - By Campus	No



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ACADEMIC & STUDENTS AFFAIRS RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
REQUESTS FOR TRANSCRIPTS			
Student Requested	ACT+3	Registrar	No
Other Than Student Requested	ACT+3	Registrar	No
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.	ACT+5	Vice President of Development	Review for continuing historical value and potential transfer to College Archives
Not Awarded Applications and proposals by faculty for grants that were not funded.	1	Vice President of Development	No
Research Protocol Committee Files Includes lists of protocols to be considered, new reviews, approvals, requests, and revised protocol forms.	ACT+10	Executive Vice President of Academic & Student Affairs	Review for continuing historical value and potential transfer to College Archives
Research Protocol Records Includes protocol correspondence, grant information, approval forms, progress reports, prescription drug tracking forms, memos, history sheets, previously active protocol, and LAMS file.	ACT+3	Executive Vice President of Academic & Student Affairs	No



TRIC RECORDS RETENTION SCHEDULE

ACADEMIC & STUDENTS AFFAIRS RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
SELECTIVE ADMISSION ACADEMIC PROGRAMS			
APPLICANTS WHO <u>DO</u> MATRICULATE			
Applications and Correspondence Includes Dismissal/Probation. Examples include Health Careers and Paralegal Studies.	ACT+3	Program Manager by Discipline	No
Program-Specific Test Scores and Documentation Includes Dismissal/Probation. Examples include Health Careers and Paralegal Studies.	ACT+3	Program Manager by Discipline	No
APPLICANTS WHO <u>DO NOT</u> MATRICULATE			
Applications and Correspondence Examples include Health Careers and Paralegal Studies.	ACT+1	Program Manager by Discipline	No
Program-Specific Test Scores and Documentation Examples include Health Careers and Paralegal Studies.	ACT+1	Program Manager by Discipline	No
GENERAL			
Agreements / Clinical Experience	ACT+5	Program Manager by Discipline	No



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ACADEMIC & STUDENTS AFFAIRS RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
STATISTICS			
Degree	IND	Vice President of Institutional Planning & Effectiveness	Review for continuing historical value and potential transfer to College Archives
Racial/Ethnic	IND	Vice President of Institutional Planning & Effectiveness	Review for continuing historical value and potential transfer to College Archives
Statistical Reports of Institutional Planning & Effectiveness Office			
Characteristics and Trends Reports	ACT+10	Vice President of Institutional Planning & Effectiveness	Review for continuing historical value and potential transfer to College Archives
Enrollment Reports			
Daily Enrollment Bulletins 1st and 15th days of Term	ACT+10	Vice President of Institutional Planning & Effectiveness	Review for continuing historical value and potential transfer to College Archives
End of Term Report	ACT+10	Vice President of Institutional Planning & Effectiveness	Review for continuing historical value and potential transfer to College Archives



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ACADEMIC & STUDENTS AFFAIRS RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
STUDENT RECORDS			
Academic Records Record of academic work pursued, including: grades, course evaluations, competency assessments, etc.	IND	Registrar	No
Athletics Includes: Student Athletic Statement, Drug Testing Consent Form, Financial Aid information, Unofficial Visit information, Student Participation Waivers, and Letter of Intent.	ACT+3	Student Life - By Campus	No
Continuing Education Files include two types of records: students enrolled in special interest courses, and students enrolled in professional certification programs.	ACT+3	Corporate Colleges / WEDD / Executive Director of Community & Continuing Education	No
Correspondence Student-specific correspondence (other than admissions).	ACT+3	Campus Departments / Enrollment Management	No
Petitions for Late Withdrawal Including but not limited to: medical withdrawal and refund exemption and documentation.	ACT+3	Enrollment Management	No
Program Requirement Modification Change of major form; degree requirement waiver or substitution authorization.	ACT+3	Registrar	No
Veterans Administration Records and Correspondence	ACT+3	Veterans Affairs / Registrar	No



TRIC RECORDS RETENTION SCHEDULE

ACCOUNTING & FINANCE RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
ACCOUNTING			
Annuity Records Statement of payroll deductions for employees' annuity plans.	4	Executive Director of Accounting & Financial Operations	No
Bad Debt Actions Overdue accounts, such as library fines, parking tickets, loans, payment for services rendered, etc.	ACT+4	District Director of Student Business Services	No
Balance Sheets A report of institutional assets, liabilities, and equities. A periodic report, not the year-end report.	4	Executive Director of Accounting & Financial Operations	No
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.	4	Executive Director of Campus Services & Retail	No
Cash & Investment Records Cash receipts, cash disbursements, cash journals, reconciliations, documentation, and any and all records regarding the College's cash and investment transactions.	4	Executive Director of Accounting & Financial Operations AND District Director of Treasury Management	No
Cash Management Reports	4	District Director of Treasury Management	No



TRIC RECORDS RETENTION SCHEDULE

ACCOUNTING & FINANCE RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
Cash Register Tapes	4	Executive Director of Campus Services & Retail	No
Cash Reports Daily Cashier Control Sheet.	4	Executive Director of Campus Services & Retail	No
Chart of Accounts A list of the accounts used by an organization with each account usually assigned a number or code.	4	Executive Director of Accounting & Financial Operations	No
Commission Income Records Record of money received as commission on external vendor contracts, including food service, bookstore, and vending machine contracts.	4	Executive Director of Accounting & Financial Operations	No
Cost Accounting Record analyzing costs for producing certain items or performing certain tasks.	4	Executive Director of Accounting & Financial Operations	No
Expenditure Report Periodic reports of expenditures, usually by department or account.	4	Executive Director of Accounting & Financial Operations	No
Facility Rentals Billing	4	District Director of Student Business Services	No



TRIC RECORDS RETENTION SCHEDULE

ACCOUNTING & FINANCE RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
Fixed Assets Records Inventory and other information maintained on capitalized assets (structures, site improvements, machinery & equipment, information systems, furniture & fixtures, and vehicles).	ACT+4	Executive Director of Supplier Managed Services	No
General Ledgers A book containing a summary or detail of all transactions affecting the accounts of the College.	4	Executive Director of Accounting & Financial Operations	No
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.	4	Executive Director of Accounting & Financial Operations	No
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.	4	Executive Director of Accounting & Financial Operations	No
Petty Cash Records Includes cash drawers.	4	Accounts Payable Supervisor	No
Requisitions Forms used to order goods and services.	4	Executive Director of Supplier Managed Services	No
Royalty Payments	4	Executive Director of Accounting & Financial Operations	No



TRI-C RECORDS RETENTION SCHEDULE

ACCOUNTING & FINANCE RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
Sales Receipts	4	Executive Director of Campus Services & Retail	No
Subsidiary Ledgers A book of accounts of the College.	4	Executive Director of Accounting & Financial Operations AND Individual Departments	No
Surplus Property Documentation	ACT+5	Executive Director of Supplier Managed Services	No
Telephone Expense Records Periodic reports of long distance and local phone charges.	4	Executive Director of Supplier Managed Services AND Executive Director of Accounting & Financial Operations	No
Travel Expenses Record of expenses incurred on official travel. Used to receive reimbursement.	4	Executive Director of Supplier Managed Services	No
Unemployment Insurance Payments	4	Accounts Payable Supervisor	No
Voucher Register A journal in which accounts payable and their payments are recorded.	4	Executive Director of Supplier Managed Services	No



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ACCOUNTING & FINANCE RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
Vouchers A record of cash disbursement used to establish control over expenditures and ensuring appropriate approval for each transaction.	4	Executive Director of Supplier Managed Services	No
ACCOUNTS PAYABLE			
1099 Federal form used to report payments to independent contractors or others.	6	Accounts Payable Supervisor	No
Accounts Payable Amounts owed on open accounts for goods or services received.	4	Executive Director of Supplier Managed Services	No
Invoices (Accounts Payable) Bills for goods or services received, including chargebacks.	4	Executive Director of Supplier Managed Services	No
Ledgers	4	Executive Director of Accounting & Financial Operations	No
Vouchers	4	Executive Director of Supplier Managed Services	No



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RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
ACCOUNTS RECEIVABLE			
Accounts Receivable Amounts due from others on open accounts as a result of providing goods or services.	4	Executive Director of Accounting & Financial Operations	No
Invoices (Accounts Receivable) Bills for goods shipped or services rendered. Usually matched to purchase orders and delivery slips and attached to voucher for payment. Includes chargebacks.	4	Executive Director of Supplier Managed Services	No
FINANCE			
Audit Report			
External Final report of state or independent auditor.	4	Executive Director of Accounting & Financial Operations	Review for continuing historical value and potential transfer to College archives
Internal Final report of internal auditor.	5	District Director of Internal Audit	No
Audit Work Papers			
External	10	Executive Director of Accounting & Financial Operations	No
Internal	5	District Director of Internal Audit	No



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ACCOUNTING & FINANCE RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
Bank Deposits Record of deposits in banking institutions.	4	Executive Director of Accounting & Financial Operations	No
Bank Reconciliations Explanation of differences between bank statement balance and actual balance.	4	Executive Director of Accounting & Financial Operations	No
Bank Statements Periodic statement of bank balances.	4	District Director of Treasury Management	No
Bids			
Accepted For purchases.	ACT+5	Executive Director of Supplier Managed Services	No
Rejected For purchases.	3	Executive Director of Supplier Managed Services	No
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.	ACT+4 (ACT = Life of Bond)	District Director of Treasury Management	No
Budget			
Institutional Final, approved, yearly budget for the College, usually in printed form.	ACT+1	Executive Director of Accounting & Financial Operations	Review for continuing historical value and potential transfer to College archives



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RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
Periodic Departmental Budget Analysis	ACT+1	Executive Director of Accounting & Financial Operations	No
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.	ACT+5	Executive Director of Accounting & Financial Operations	Review for continuing historical value and potential transfer to College archives
Canceled Checks	4	Executive Director of Accounting & Financial Operations	No
Check Register Book or original entry for all cash disbursements paid by check.	4	Executive Director of Accounting & Financial	No
Endowment Fund Reports			
Annual Annual report of funds received and expended by endowment accounts. May be in the form of report to donors.	ACT+4	Executive Director of Accounting & Financial Operations	Review for continuing historical value and potential transfer to College archives
Periodic Periodic report of funds collected or expended by endowment accounts.	ACT+4	Executive Director of Accounting & Financial Operations	No



TRIC RECORDS RETENTION SCHEDULE

ACCOUNTING & FINANCE RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
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.	10	Executive Director of Accounting & Financial Operations	Review for continuing historical value and potential transfer to College archives
Financial Reporting - Subject to Audit	10	Executive Director of Accounting & Financial Operations	No
Financial Reporting - Not Subject to Audit	4	Executive Director of Accounting & Financial Operations	No
Grant Budgets	ACT+5	Executive Director of Accounting & Financial Operations	No
Grant Financial Reporting	ACT+5	Executive Director of Accounting & Financial Operations	No
Indirect Cost Report	ACT+5	Executive Director of Accounting & Financial Operations	No



TRIC RECORDS RETENTION SCHEDULE

ACCOUNTING & FINANCE RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
Purchase Orders Purchasing Office's copy of order to a supplier authorizing purchase of goods.	ACT+5	Executive Director of Supplier Managed Services	No
Purchasing Cards (P Cards) Statements, related receipts, applications, and other pertinent purchasing cards records.	ACT+5	Executive Director of Supplier Managed Services	No
FINANCIAL AID			
Accounting Billing Letters Concerns students who withdrew or reduced credit hours and were billed for the return of surplus aid money.	4	District Director of Student Business Services AND District Director of Financial Aid Central Processing	No
Canceled Check Records Canceled checks, check stubs, and check journals showing payments for financial aid made to students.	4	District Director of Student Business Services	No
Disbursement Records Statement by individual of award amounts disbursed. Contains name, type, and amount of award.	4	District Director of Financial Aid Central Processing	No



TRIC RECORDS RETENTION SCHEDULE

ACCOUNTING & FINANCE RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
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.	4	Payroll Manager	No
Checks Checks paid employees for services they perform.	4	Payroll Manager	No
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.	ACT+6	Payroll Manager	No
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.	ACT+3	Payroll Manager	No
Staff Contains copies of court orders, pertinent employee data, computation data, employee acknowledgment forms, IRS notices of levy, and correspondence regarding employee garnishment cases. Includes student workers.	ACT+3	Payroll Manager	No



TRIC RECORDS RETENTION SCHEDULE

ACCOUNTING & FINANCE RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
Leave Records			
Faculty Vacation and sick leave earned and used.	ACT+6	Payroll Manager	No
Staff Forms used to document sick leave and vacation leave. Includes hiring date, longevity date, amount of sick leave and vacation leave accrued.	ACT+6	Payroll Manager	No
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.	4	Payroll Manager	No
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.	4	Payroll Manager	No
Timecards			
Employees - General Record of time worked by employees.	5	Payroll Manager	No
Grant Reporting Record of time worked related specifically to grants.	ACT+3	Payroll Manager	No
Student Employees Record of hours worked by student employees.	5	Payroll Manager	No



TRIC RECORDS RETENTION SCHEDULE

ACCOUNTING & FINANCE RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
Union Dues Membership List Copy of listing of College employees paying dues to unions, including pertinent personal data, classification, and department.	4	Payroll Manager	No
W-2 Federal form reporting salaries, wages, and tips for each employee to the IRS.	6	Payroll Manager	No
STUDENT ACCOUNTING			
Fee Assessment Data	ACT+3	District Director of Student Business Services	No
Hold or Encumbrance on Students Records / Registration Authorizations	ACT+4	District Director of Student Business Services	No
Rosters Lists of students receiving grants for current academic year.	ACT+4	District Director of Student Business Services	No
Sponsor Records	4	District Director of Student Business Services	No
Stop Payment Stop payment for tuition.	ACT+4	District Director of Student Business Services	No



TRIC RECORDS RETENTION SCHEDULE

ACCOUNTING & FINANCE RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
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.	4	District Director of Student Business Services	No
Student Accounts	ACT+4	District Director of Student Business Services	No
Transaction Audit Data	ACT+4	District Director of Student Business Services	No



TRIC RECORDS RETENTION SCHEDULE

BOARD OF TRUSTEES RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
Board and College Policies Trustee Bylaws & College Policies	ACT+10	Administrative Coordinator for Board Office	Review for continuing historical value and potential transfer to College Archives
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.	IND	Administrative Coordinator for Board Office	Review for continuing historical value and potential transfer to College Archives
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.	3	Administrative Coordinator for Board Office	Review for continuing historical value and potential transfer to College Archives
Trustee Files Past and present individual trustee files. Includes resumes, correspondence, articles, appointment letters, etc.	ACT+3	Administrative Coordinator for Board Office	Review for continuing historical value and potential transfer to College Archives



TRIC RECORDS RETENTION SCHEDULE

CAMPUS POLICE & SECURITY SERVICES RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
DISPATCH LOGS			
Audio Dispatch Logs Voice Data Logger records.	ACT+6M	Campus Police & Security Services Records Manager	No
Electronic Dispatch Logs Records of request for service received by the dispatcher, recorded electronically.	ACT+6	Campus Police & Security Services Records Manager	No
EMPLOYMENT			
Attendance & Call-off Records Includes monthly attendance reports for all locations, leave requests, call-off replacement logs and call-off slips.	1	Campus Police & Security Services Records Manager	No
Campus Police Background Checks In-depth and/or extensive background checks run by and/or on behalf of Campus Police & Security Services. Excludes background checks handled by Human Resources.	ACT+6	Campus Police & Security Services Records Manager	No
Certifications Certificates and documentation of training received and/or completed.	ACT+6	Campus Police & Security Services Records Manager	No
Fingerprints	ACT+6	Campus Police & Security Services Records Manager	No



TRIC RECORDS RETENTION SCHEDULE

CAMPUS POLICE & SECURITY SERVICES RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
Polygraph Tests	ACT+6	Campus Police & Security Services Records Manager	No
Psychiatric Tests	ACT+6	Campus Police & Security Services Records Manager	No
Physical Exams	ACT+6	Campus Police & Security Services Records Manager	No
Schedules Monthly work schedules for employees for each campus and division.	ACT+1	Campus Police & Security Services Record Manager	No
Timecards Record of time worked by employees.	5	Campus Police & Security Services Records Manager	No
GENERAL			
Public Fingerprinting Waivers	1	Campus Police & Security Services Records Manager	No



TRIC RECORDS RETENTION SCHEDULE

CAMPUS POLICE & SECURITY SERVICES RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
Surveillance Video	7D	Campus Police & Security	No
Web Check Documentation Includes Web Check appointment log, Web Check sign-in and receipt logs, and Web Check waiver authorizations.	1	Campus Police & Security Services Records Manager	No
LOGS			
Duty Logs	6M	Campus Police & Security Services Records Manager	No
Equipment Sign-in/Sign-out Logs Includes key logs and access card requests.	6M	Campus Police & Security Services Records Manager	No
Vehicle Logs	6M	Campus Police & Security Services Records Manager	No
Visitor Logs	1	Campus Police & Security Services Records Manager	No



TRIC RECORDS RETENTION SCHEDULE

CAMPUS POLICE & SECURITY SERVICES RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
REPORTS			
Accident Reports Reports created by College police for traffic accidents that occur on campus.	ACT+6	Campus Police & Security Services Records Manager	No
Campus Security Act & Uniform Crime Reports Reports produced in compliance with federal programs.	6	Campus Police & Security Services Records Manager	Review for continuing historical value and potential transfer to College Archives
Crime Reports Reports created by College police on campus criminal activity, excluding daily reports.	ACT+6	Campus Police & Security Services Records Manager	Review for continuing historical value and potential transfer to College Archives
Daily Activity Reports Daily Crime Logs and Daily Incident Reports created by College police and posted.	1	Campus Police & Security Services Records Manager	No
Incident Reports Reports of criminal and non-criminal incidents to include the officer's actions, supplemental forms and documentation, referrals, and subsequent investigation.	ACT+6	Campus Police & Security Services Records Manager	No



TRIC RECORDS RETENTION SCHEDULE

CAMPUS POLICE & SECURITY SERVICES RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
Misdemeanor Citations	ACT+6	Campus Police & Security Services Records Manager	No
TRANSPORTATION & PARKING			
Motor Vehicle Records Maintenance documentation.	ACT+5	Vehicle Maintenance Supervisor	No
Parking Appeals	30D	Campus Police & Security Services Records Manager	No



TRIC RECORDS RETENTION SCHEDULE

FACILITIES DEVELOPMENT & OPERATIONS RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
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.	IND	Coordinator II of Facilities Development	No
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.	IND	Executive Director of Business Continuity	No
HAZARDOUS MATERIALS			
Exposure Documentation Records pertaining to hazardous materials exposure, including manifestson hazardous waste and infectious waste disposal.	IND	Executive Director of Business Continuity	No
Laboratory Inspection Reports Periodic inspections of laboratories.	ACT+5	Executive Director of Business Continuity	No
INSURANCE			
All categories include records of policies, certificates, claims, and investigation.			
Accident	ACT+5	Executive Director of Business Continuity	No



TRIC RECORDS RETENTION SCHEDULE

FACILITIES DEVELOPMENT & OPERATIONS RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
Injury	ACT+5	Executive Director of Business Continuity	No
Property	ACT+5	Executive Director of Business Continuity	No
Workers Compensation	IND	Executive Director of Business Continuity	No
SAFETY			
Safety Records Records pertaining to safety audits, OSHA compliance, vehicles, monitoring, and training.	IND	Executive Director of Business Continuity	No
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.	ACT+5	Vice President of Facilities Development & Operations	Review for continuing historical value and potential transfer to institutional Archives.
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.	ACT+5	Coordinator II of Facilities Development	No



TRIC RECORDS RETENTION SCHEDULE

FACILITIES DEVELOPMENT & OPERATIONS RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
<p>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).</p>	ACT+5	Coordinator II of Facilities Development	Review for continuing historical value and potential transfer to institutional Archives.
<p>Environmental Impact Assessment Used to determine potential environmental concerns existing at site prior to demolition and construction.</p>	ACT+5	Coordinator II of Facilities Development	Review for continuing historical value and potential transfer to institutional Archives.
<p>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.</p>	ACT+5	Coordinator II of Facilities Development	No
<p>Programming and Design Documentation Includes, but is not limited to, Program of Requirements Submittal and Review Comments, Schematic Design Submittal and Review Comments, Design Development Submittal and Review Comments, Construction Documents Submittal (Drawings and Specifications) and Review Comments, Inter-Discipline Coordination Plan Reviews, Agency/Municipality Plan Reviews and Approvals, Design Phase Meeting Minutes and LEED Charrette Minutes.</p>	ACT+5	Coordinator II of Facilities Development	No



TRIC RECORDS RETENTION SCHEDULE

FACILITIES DEVELOPMENT & OPERATIONS RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
<p>Bidding Documentation</p> <p>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.</p>	ACT+5	Coordinator II of Facilities Development	No
<p>Construction Designs and Specifications</p> <p>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, Construction 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.</p>	ACT+5	Coordinator II of Facilities Development	Review for continuing historical value and potential transfer to institutional Archives.



TRI-C RECORDS RETENTION SCHEDULE

FACILITIES DEVELOPMENT & OPERATIONS RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
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.	ACT+5	Coordinator II of Facilities Development	No
Post-Construction Documentation Includes, but is not limited to, "11-Month-Walk-Through" Results and LEED Certification Follow-up Information.	ACT+5	Coordinator II of Facilities Development	No
PLANT OPERATIONS & MAINTENANCE			
BUILDINGS AND GROUNDS			
Blueprints The As-Built construction drawings.	IND	Executive Director of Plant Operations	Review for continuing historical value and potential transfer to institutional Archives.
Elevator Certifications Certificates, inspections and safety tests.	ACT+5	Executive Director of Plant Operations	No



TRIC RECORDS RETENTION SCHEDULE

FACILITIES DEVELOPMENT & OPERATIONS RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
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.	ACT+5	Executive Director of Plant Operations / Executive Director of Business Continuity	No
Work Requisitions Requests for services, including facilities scheduling and work orders.	ACT+3	Executive Director of Plant Operations	No
ENERGY			
Energy Audit Reports	ACT+4	Executive Director of Plant Operations	No
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.	IND	Executive Director of Plant Operations	No



TRIC RECORDS RETENTION SCHEDULE

FINANCIAL AID RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ACHIVAL REVIEW
FINANCIAL AID			
GENERAL			
Accounting Billing Letters Concerns students who withdrew or reduced credit hours and were billed for the return of surplus aid money.	ACT+4	District Director of Student Business Services AND District Director of Financial Aid Central Processing	No
Canceled Check Records Canceled checks, check stubs, and check journals showing payments for financial aid made to students.	ACT+4	District Director of Student Business Services	No
Disbursement Records Statement by individual of award amounts disbursed. Contains name, type, and amount of award.	ACT+4	District Director of Financial Aid Central Processing	No
Non-Recipient Files Copy of FAF for students who did not receive aid or enter the college.	ACT+1	District Director of Financial Aid Central Processing	No
NON U.S. DEPARTMENT OF EDUCATION FUNDING			
GENERAL ADMINISTRATIVE			
Annual Interim Fiscal Operations Reports Reports to federal government on expenditures for federal programs.	ACT+5	District Director of Financial Aid Central Processing	Review for continuing historical value and potential transfer to institutional
National Guard Scholarship Rosters Lists of students receiving scholarships from the Ohio National Guard.	ACT+3	District Director of Student Business Services	Review for continuing historical value and potential transfer to institutional



TRC RECORDS RETENTION SCHEDULE

FINANCIAL AID RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ACHIVAL REVIEW
Ohio Academic Scholarship Rosters Lists of students receiving scholarships for current academic year.	ACT+3	District Director of Student Business Services	Review for continuing historical value and potential transfer to institutional
Ohio Bureau of Vocational Rehabilitation Grants Files Record of awards by state agency for handicapped students.	ACT+5	District Director of Student Business Services	No
OHIO INSTRUCTIONAL GRANTS			
Files Record submitted by student for payment of fees. Eventually sent to OBOR for payment.	ACT+5	District Director of Financial Aid Central Processing	Review for continuing historical value and potential transfer to institutional
Rosters List of students receiving grants for current academic year.	ACT+5	District Director of Financial Aid Central Processing	No
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	ACT+5	District Director of Financial Aid Central Processing	No
Work-Study Student Files Contains application, PERS exemption form, and evaluations of students employed under Work-Study Program.	ACT+5	Employee Services Supervisor	No



TRIC RECORDS RETENTION SCHEDULE

FINANCIAL AID RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ACHIVAL REVIEW
Stop Payment Stop payment for tuition	ACT+4	District Director of Student Business Services	No
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.	ACT+3	District Director of Financial Aid Central Processing	No
Federal Perkins Loan Program General Administrative and Student Files	ACT+3	District Director of Financial Aid Central Processing/District	No
Federal Supplemental Educational Opportunity Grant (FSEOG) General Administrative and Student Files	ACT+3	District Director of Financial Aid Central Processing/District Director of Student Business	No
FISCAL			
Ledgers Ledgers identifying SFA transactions	ACT+3	District Director of Financial Aid Central Processing	No
Reconciliation Reports	ACT+3	Executive Director of Accounting and Financial Operations	No
Student Accounts	ACT+3	District Director of Student Business Services	No



TRI-C RECORDS RETENTION SCHEDULE

FINANCIAL AID RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ACHIVAL REVIEW
Transactions Records of SFA program transactions, including bank statements for accounts containing SFA funds	ACT+3	Executive Director of Accounting and Financial Operations	No
GENERAL ADMINISTRATIVE			
Annual Interim Fiscal Operations Reports Reports to federal government on expenditures for federal programs.	ACT+3	Executive Director of Accounting and Financial Operations	No
PROGRAM			
Program participation agreement	ACT+3	Executive Director of Accounting and Financial Operations	No
Records pertaining to financial responsibility and standards of administrative capability	ACT+3	Executive Director of Accounting and Financial Operations	No
RECEPIENT			
Documentation of enrollment and program of study	ACT+3	Registrar	No
Documentation supporting school's calculation of its completion/graduation or transfer-out rates	ACT+3	VP Planning and Evaluation	No
Grants-in-Aid Records	ACT+3	Executive Director of Accounting and Financial Operations	No



TRIC RECORDS RETENTION SCHEDULE

FINANCIAL AID RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ACHIVAL REVIEW
History of transfer students Recipient Records - Financial Aid history for transfer students	ACT+3	Executive Director of Accounting and Financial Operations	No
REQUIREMENTS FOR SPECIFIC AID			
Campus-based aid Exp. Perkins Loan, SEOG, Federal Work Study	ACT+3	Executive Director of Accounting and Financial Operations	No
FFEL and Direct Loan eligibility records	ACT+3	Executive Director of Accounting and Financial Operations	No
Perkins Promissory Notes	ACT+3	District Director of Student Business Services	No
Perkins Repayment	ACT+3	District Director of Student Business Services	No
Student Files Files on recipients, including: FAF's, 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	ACT+3	Executive Director of Accounting and Financial Operations	No



TRI-C RECORDS RETENTION SCHEDULE

FINANCIAL AID RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ACHIVAL REVIEW
Work-Study Student Files Contains application, PERS exemption form, and evaluations of students employed under Work-Study Program.	ACT+5	Employee Services Supervisor	No



TRIC RECORDS RETENTION SCHEDULE

GENERAL ADMINISTRATIVE RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
GENERAL			
Department or Program Unit Events	ACT+1	Event Coordinator	No
Input Documents Copies of records or forms designed and used solely for data input and control.	MAX1	Document Creator	No
Organizational Charts	ACT+10	Administrative Associate to Executive Vice President of Administration & Finance	Review for continuing historical value and potential transfer to College Archives
STRATEGIC PLANS			
Departmental	ACT+1	Department Head	Review for continuing historical value and potential transfer to College Archives
Institutional	ACT+1	Executive Vice President of Administration & Finance	Review for continuing historical value and potential transfer to College Archives
SUBJECT FILES			
General Administrative 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]	1	Subject File Holder	No
President, Vice President, Director, Dean or Chair	3	Subject File Holder	Review for continuing historical



TRIC RECORDS RETENTION SCHEDULE

GENERAL ADMINISTRATIVE RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
Files of correspondence, reports, memoranda, etc., documenting activities of these upper level administrative offices.			value and potential transfer to College Archives
Surveys Surveys of students, staff, faculty, or community members.	ACT+1	Survey Conductor	No
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.	MAX1	Individual	No



TRIC RECORDS RETENTION SCHEDULE

GOVERNMENTAL RELATIONS & COMMUNITY OUTREACH RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
Governmental Relations & Community Outreach Department Events All materials related to the event including, but not limited to, budgets, programs, invitations, letters, etc.	ACT+3	Vice President of Governmental Relations & Community Outreach	Review for continuing historical value and potential transfer to College Archives
Major District-wide and Community Events All materials related to the event including, but not limited to, budgets, programs, invitations, letters, etc.	ACT+3	Vice President of Governmental Relations & Community Outreach	Review for continuing historical value and potential transfer to College Archives



TRIC RECORDS RETENTION SCHEDULE

HUMAN RESOURCES RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
AFFIRMATIVE ACTION			
Complaint Files Record of staff or student grievances based on equal opportunity and affirmative action regulations.	ACT+6	District Director of Diversity & Inclusion	No
EE-06 Report [EEOC] Annual report required by the federal government, including information on race, sex, salary, tenure, etc. for different groups of employees.	6	District Director of Diversity & Inclusion	No
Plan Files Procedures and regulations to be followed, work force analysis, goals, timetables, statistics.	6	District Director of Diversity & Inclusion	No
Position Applicant Files Record of affirmative action procedures followed for College position openings. Files include position request and authorization forms, job descriptions, appointment activity record, proof of citizenship, chronological data on search, and correspondence. Files divided into faculty, contract and classified staff headings. The classified staff portion is comprised of statistical data sent to the Affirmative Action Office by the Personnel Office.	6	Human Resources Coordinator	No



TRIC RECORDS RETENTION SCHEDULE

HUMAN RESOURCES RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
BENEFITS			
Elections			
Related to contributions and participation in College-sponsored benefit plans.			
Pension Plans (401a, 403b & 457)	IND	District Director of Benefits	No
Insurance, Disability, Savings, Etc. Plans	ACT+6	District Director of Benefits	No
Plans	ACT+6	District Director of Benefits	No
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.			
EMPLOYEE (PERSONNEL) FILES			
Faculty			
Original faculty contracts and addenda, promotion and tenure documentation, original transcripts, hiring documentation, resumes, letters of recommendation, correspondence, teaching schedules, tax forms, sabbatical information, evaluations forms, STRS forms, promotion and tenure decisions, etc.			
Full-Time Faculty	ACT+6	Employee Services Supervisor	No
Part-Time Faculty	ACT+6	Assistant Dean of Evening & Weekend (for corresponding campus)	No



TRI-C RECORDS RETENTION SCHEDULE

HUMAN RESOURCES RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
Staff Employment record maintained for full-time and part-time College contract employees. Files can contain position descriptions, applications, letters of appointment or change, personnel data, notice of salary rate, copies of birth certificate, annual contracts, performance evaluations, P.E.R.S. forms, previous state service forms, Social Security card, reclassification notices, letters of commendation or reprimand, publications, evidence of continuing education, transfers, leave of absence requests, payroll forms, vacation and sick leave reports, resignations, termination notices, etc.	ACT+6	Employee Services Supervisor	No
Student Employee Active and inactive files. Student authorization forms, State and Federal withholdings, P.E.R.S. documentation, step increases, termination notices, reclassification forms, exemptions, etc.	ACT+6	Employee Services Supervisor	No
EMPLOYMENT FORMS			
I-9			
Employee Federal employment eligibility verification for employees.	ACT+3	Employee Services Supervisor	No
Student Federal employment eligibility verification for on-campus student employees.	ACT+3	Employee Services Supervisor	No
Payroll Deduction Authorizations All forms used to authorize deductions for charitable organizations, credit unions, union dues, U.S. Savings Bonds, etc.	ACT+6	Employee Services Supervisor	No



TRIC RECORDS RETENTION SCHEDULE

HUMAN RESOURCES RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
Tuition Remission Applications Record of tuition waiver for employees and dependents.	4	Benefits Coordinator	No
W-4 Forms completed by employee showing federal tax withholding exemptions.	ACT+6	Employee Services Supervisor	No
EMPLOYMENT/REQUISITION RECORDS			
Applicant Files Resumes on file.	3	Human Resources Coordinator	No
Application Files Includes application form, resume, test results, referral, and interview data.	3	Human Resources Coordinator	No
Application Files - Non-Hires Contains applications, correspondence, resumes, etc. from applications for positions.	3	Human Resources Coordinator	No
Canceled Position Files Application forms and correspondence sent and received concerning positions that have been canceled.	3	Human Resources Coordinator	No
Certification Files Records of employees who have attained certification in their classification. May include log book and printouts.	ACT+3	Employee Services Supervisor	No
Declinations Files Contracts, recommendations, letters of people who have declined positions.	3	Human Resources Coordinator	No



TRIC RECORDS RETENTION SCHEDULE

HUMAN RESOURCES RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
Personnel Requisitions Departmental request placed whenever a position within the department becomes vacant.	3	Human Resources Coordinator	No
Pre-Employment Tests	3	Human Resources Coordinator	No
Recruitment/Search Staff search files. May contain position authorization forms, job descriptions, minutes, applicants' credentials, search chronologies, authorization to hire forms, and correspondence.	3	Human Resources Coordinator	No
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.	3	Human Resources Coordinator	No
Selection Criteria Form Form providing an explanation as to why a person was or was not hired for a College position.	3	Human Resources Coordinator	No
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.	6	Employee Services Supervisor	No



TRIC RECORDS RETENTION SCHEDULE

HUMAN RESOURCES RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
Background Checks Background checks run on potential new hires, excluding Campus Police and Security Service employees (see Campus Police & Security Services schedule).	ACT+3	Employee Services Supervisor	No
Collective Bargaining Agreements	ACT+5	District Director of Employee & Labor Relations	Review for continuing historical value and potential transfer to College Archives
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.	ACT+6	District Director of Employee & Labor Relations	No
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.	3	Manager of Compensation & District Director of Benefits	No
Suspension Files Record of suspended College employees including name, classification, department, reason for suspension and duration of suspension, and pertinent supporting documentation.	5	Human Resources Operations	No
LAYOFF DOCUMENTATION			
Files containing printouts, rosters, and correspondence documenting College layoffs. Pertinent employee data, date of hire, and department are included.	5	District Director of Employee & Labor Relations	No



TRIC RECORDS RETENTION SCHEDULE

HUMAN RESOURCES RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
PERFORMANCE EVALUATION			
FACULTY			
File contains annual printouts and log books, with such information as name, Social Security Number, date of hire, classification, supervisor, mid & end-probationary dates, department, and College employee performance evaluations.			
Full-Time Faculty	ACT+6	Employee Services Supervisor	No
Part-Time Faculty	ACT+6	Assistant Dean of Evening & Weekend (for corresponding campus)	No
Promotion & Tenure Files	5	Manager of Compensation	No
Recommendations, evaluations, materials submitted for promotion and tenure. Tenure and promotion recommendations (approval or denial) and pertinent correspondence maintained in personnel file.			
Teaching Evaluations	ACT+6	Employee Services Supervisor OR Associate Dean (for corresponding campus & subject area)	No
Student evaluations of teacher's performance. Used for Reappointment, Promotion, and Tenure.			



TRIC RECORDS RETENTION SCHEDULE

HUMAN RESOURCES RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
STAFF File contains annual printouts and log books, with such information as name, Social Security Number, date of hire, classification, supervisor, mid & end-probationary dates, department, and College employee performance evaluations.	ACT+6	Employee Services Supervisor	No
Reclassification Files Record of College employee reclassification with accompanying job audit reviews, audit appeals, position description questionnaires, correspondence, and final decision documentation.	5	Manager of Compensation	No
POSITION DESCRIPTIONS			
Faculty Description of current positions.	ACT	Manager of Compensation	No
General	3	Manager of Compensation	No
Staff Description of current positions.	ACT	Manager of Compensation	No



TRIC RECORDS RETENTION SCHEDULE

HUMAN RESOURCES RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
Student Job Cards Job descriptions for campus and off-campus positions which have been filled or are no longer offered.	ACT	Manager of Compensation	No

Position Vacancy Announcement Job descriptions for each College position posted.	3	Manager of Compensation	No
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TRAINING DOCUMENTATION

Training Records Complete training records for College employees.	ACT+3	District Director of Learning & Development	No
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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.	1	District Director of Learning & Development	No
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UNEMPLOYMENT COMPENSATION

Log Record of unemployment compensation cases.	SUP	Employee Services Supervisor	No
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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.	ACT+6	Employee Services Supervisor	No
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TRIC RECORDS RETENTION SCHEDULE

HUMAN RESOURCES RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
WORKERS' COMPENSATION			
Workers' Compensation Payments	4	Leave Administrator/Vendor	No
Workers' Compensation Records	ACT+10	Leave Administrator/Vendor	No



TRIC RECORDS RETENTION SCHEDULE

INFORMATION TECHNOLOGY SERVICES RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
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.	3 CYCLES	Enterprise Application Services	No
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.	3 CYCLES	Operations - Network	No
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.	1	Operations	No
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.	4	Enterprise Application Services	No
Data System Users Access Records Electronic or textual records created to control or monitor individual access to a system for security purposes, including but not limited to user account records, security logs, and password files.	1	Operations - Network	No



TRIC RECORDS RETENTION SCHEDULE

INFORMATION TECHNOLOGY SERVICES RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
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.	ACT+1	Operations	No
Hardware & Software Conversion Plans Records relating to the replacement of equipment or computer operating systems.	ACT+1	Enterprise Application Services	No
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.	4	Information Technology Services	No
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	1	Project Management Office	No
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.	ACT+3	Operations	Strategic Plans Review for continuing historical value and potential transfer to College Archives



TRIC RECORDS RETENTION SCHEDULE

INFORMATION TECHNOLOGY SERVICES RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
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.	ACT+5	Vice President of Information Technology Services	No
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.	ACT+6	Operations	No
Data Processing Policies Records of data processing policies, including those covering access and security, systems development, data retention and disposition, and data ownership.	ACT+10	Office of Safe & Secure Computing	Review for continuing historical value and potential transfer to College Archives
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.	ACT+3	Information Technology Services	No
Tape Library Control Records Records used to control disposition of magnetic media in a tape library.	SUP	Operations - Network	No
Test Database & Files Routine or benchmark data sets, related documentation, and test results conducted or used to test or develop a system.	SUP	Operations - Enterprise Application Services	No



TRIC RECORDS RETENTION SCHEDULE

INFORMATION TECHNOLOGY SERVICES RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
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.	ACT+4	Executive Director of Supplier Managed Services	No
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.	4	Executive Director of Supplier Managed Services	No
COMPUTER USAGE			
FILES			
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.			
System Usage Logs	90D	Operations - Network	No
System Access Logs	90D	Operations - Network	No
User Access Logs	90D	Operations - Network	No
User Usage Logs	90D	Operations - Network	No
User Web Usage Logs	SUP	Office of Safe & Secure Computing	No
Network Usage Reports Summary reports and other records created to document computer usage for reporting or other purposes.	1	Network	No



TRIC RECORDS RETENTION SCHEDULE

LEGAL SERVICES/GENERAL COUNSEL RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
LEGAL			
Administrative Agency Files EEOC, OCRC, DOE, OCR, ICBWC files assigned to Office of Legal Services for handling.	ACT+6	Vice President of Legal Services	No
Bankruptcy	ACT+6	Vice President of Legal Services	No
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.	ACT+5	Vice President of Legal Services	No
Legal - General Records related to legal activities not covered elsewhere on the schedules. Includes legal research files.	3	Vice President of Legal Services	Review for continuing historical value and potential transfer to College Archives
Legal Opinions/Legal Projects Records resulting from legal projects which document specific legal advice provided.	IND	Vice President of Legal Services	Review for continuing historical value and potential transfer to College Archives
Litigation Files	ACT+6	Vice President of Legal Services	No



TRIC RECORDS RETENTION SCHEDULE

LEGAL SERVICES/GENERAL COUNSEL RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
Ohio Legislative Service Commission Rules Codified College rules filed with the Secretary of State, table of contents, manuals, and correspondence (Ohio Revised Code).	IND	Vice President of Legal Services	No
Public Records Request Files	ACT+5	Vice President of Legal Services	No
Subpoenas	ACT+3	Vice President of Legal Services	No
INTELLECTUAL PROPERTY			
Copyrights	ACT+6	Vice President of Legal Services	Review for continuing historical value and potential transfer to College Archives
Patents	ACT+6	Vice President of Legal Services	Review for continuing historical value and potential transfer to College Archives
Trademark Registrations	ACT+6	Vice President of Legal Services	Review for continuing historical value and potential transfer to College Archives
RECORDS MANAGEMENT			
Records Destruction Documentation	10	District Director of Records Management	No



TRIC RECORDS RETENTION SCHEDULE

LEGAL SERVICES/GENERAL COUNSEL RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
Records Disposal Certificates From shredding and disposal vendors.	10	District Director of Records Management	No
Retention Schedules	ACT+10	District Director of Records Management	No
Police Record Inquiries Requests from law enforcement and federal agencies on former students.	ACT+3	District Director of Records Management	No



TRIC RECORDS RETENTION SCHEDULE

MARKETING & COMMUNICATIONS RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
PUBLICITY & MARKETING			
Advertising Including, but not limited to, advertising materials related to print, television, cable, radio and outdoor signage.	2	Advertising Manager	Review for continuing historical value and potential transfer to College Archives
News Clippings AKA file clippings; clippings from news publications related to the College.	2	Media Relations Manager	Review for continuing historical value and potential transfer to College Archives
News Releases	2	Media Relations Manager	Review for continuing historical value and potential transfer to College Archives
Newsletters	2	Internal Communications Manager	Review for continuing historical value and potential transfer to College Archives
Branding Materials	2	Vice President of Marketing & Communications	Review for continuing historical value and potential transfer to College Archives
Social Media	2	Director of Interactive Marketing	Review for continuing historical value and potential transfer to College Archives



TRIC RECORDS RETENTION SCHEDULE

MARKETING & COMMUNICATIONS RECORDS

RECORD CATEGORY / DESCRIPTION	RETENTION PERIOD	OFFICE OF RECORD	ARCHIVAL REVIEW
PHOTOGRAPHS			
Digital Photographs	IND	Director of Creative Services	Review for continuing historical value and potential transfer to College Archives
Print Photographs & Negatives	IND	Archivist / Records Analyst	Review for continuing historical value and potential transfer to College Archives
RECRUITMENT MATERIALS			
Videos, publications, posters, advertisements, etc. used to recruit students to attend the College.			
Electronic Recruitment Materials	2	Advertising Manager	Review for continuing historical value and potential transfer to College Archives
Print/Physical Production Recruitment Materials	2	Director of Creative Services	Review for continuing historical value and potential transfer to College Archives
WEBSITE			
Website Development Files Files documenting the process of development and/or re-design of College website(s).	2	Director of Interactive Marketing	Review for continuing historical value and potential transfer to College Archives
Website Production Files Files documenting actual production images of College website(s).	SUP	Director of Interactive Marketing	Review for continuing historical value and potential transfer to College Archives