



POLICIES *and* PROCEDURES

Board of Trustees Policy Number:
CADM 2.01

Date of Adoption/Revision:
January 28, 2017

SUBJECT	Records Retention
AUTHORITY	Office of the President
APPLICABILITY	All College Departments
PURPOSE	To develop a system for storage and disposal of College records that will ensure efficient retrieval, retention and destruction of records and comply with regulatory and funding agencies requirements

POLICY	<p>Bennett College will adhere to the requirements accrediting, governmental and funding agencies and other applicable policies and procedures for the storage, retrieval and destruction of College documents by instituting the following:</p> <ul style="list-style-type: none"> • Providing adequate storage for College records, • Establishing record retention and disposal schedules, • Supervising the collection and destruction of College records and • Developing procedures for the maintenance and retrieval of College records.
PROCEDURES	<ol style="list-style-type: none"> 1. To develop a continuing program for the economical and efficient management of its records, including the establishment and/or revision of records retention schedules in order to ensure proper and orderly disposal of not required by the operations of the College 2. The College will adhere to the following records retention schedule to ensure the appropriate storage, retrieval and destruction of records: See APPENDIX A

<p>Replaces policy:</p> <p><i>Date:</i></p>

BENNETT COLLEGE
RECORDS RETENTION SCHEDULE

APPENDIX A

Division/Area	Description	Retention	
Office of the President	Board of Trustees Policy Manual	Permanent	
	College Policies and Procedures	Permanent	
	Office of the President Policies and Procedures	Permanent	
	Minutes: Board of Trustees BOT Committees President's Staff College Council	Permanent Permanent 7-10 years 7-10 years	
	College Committees: Compliance (Accreditation) Committee minutes Policy and Procedures Committee minutes Standing Committee minutes	Permanent electronically Permanent electronically Permanent electronically	
	Communication /Correspondence	3 – 5 years	
	Report/Surveys/Analysis Accreditation Acquisitions Agreements	7 – 10 years Permanent Permanent Permanent	
	Legal Documents	Permanent	
Academic Affairs	All memos, letters, and emails from the academic Departments from department chairpersons.	7 years	
	Forms File (These forms are contained in binders.) Retain these forms are copies. The originals are submitted to offices The binders may contain some of the following documents: Timesheets, Purchase requisitions, Expense Reports, Search Authorizations/Position Descriptions/Vacancy Announcements, Budget Transfers, adjunct faculty contracts, faculty schedule cards, Office and Classroom Space assignments, Request for equipment, Overtime Authorization, Key Request, Facilities Request, Duplicating Services, Storeroom Requisitions, Postage Request, etc.	Retain for two years then destroy.	

	Student Grievances and Complaints	Retain for 5 years and destroy or until grievance is settled	
	Student Files Binder contains letters to and from students and copies of course substitutions and independent study forms.		
	Articulation Agreements <ul style="list-style-type: none"> <input type="checkbox"/> Articulation agreements with Local Education Agencies <input type="checkbox"/> Articulation agreements with 2 year and 4-year colleges and universities. 	Permanent Permanent	
Human Resources	Personnel Records	Retain while active and for 7 years thereafter	
	I'9's	Retain while active and for 7 years thereafter	
	Faculty and Staff evaluations	Retain for 5 years in HR department and assigned department	
	Leave records and supporting documents	Retain while active and for 7 years thereafter	
	Worker's Compensation Records	Retain while active and for 7 years thereafter	
	Professional Development Records	Retain for 3 years	
	General Correspondence	Retain while active and for 7 years thereafter	
Information Technology	Administration (Faculty & Staff) Records: Files on User's Home Directory Files on Network Directories Email Messages Applications Files	6 months 6 months 6 months 6 months	
	Student Records: Admission Forms Grades Transcripts Financial Aid Advising (GAP) Student Accounts Course Schedule Instructor Information Degree Audit	Permanent Permanent Permanent Permanent Permanent Permanent Permanent Permanent	
Finance	Financial Records: abandoned property records, account transactions, accounts receivable material, bad check records, bank books and statements, bank debit /credit card memoranda, cancelled check, cash income reports, cash register reports, cashier settlement sheets/certificates of deposits, billing transactions, charges to other units for services, check copies, contract items/transactions, credit card sales/receipts, deposits, vouchers, financial management system access forms, inventory data, journal vouchers, payroll	For College accounts, retain for 3 years and until audit requirements are met, then destroy. For federal and other sponsored accounts, retain for 5 years after close of contract or for 10 years after the date of record creation (whichever is less), then destroy. Retain accounts receivable material for 23 years after payment is received and until audit requirements are met, then	

	transfers, periodic financial reports, Perkins assignment, scholarship account records, special payments, student accounts material, student loan material, travel logs and supporting receipts, 1099 change forms and other financial material.	destroy	
	Approved Travel Requests and Expense Statements – documents evidencing appropriate approval to undertake travel on behalf of Bennett College on official business, and documents summarizing expenses for which personal funds have been advanced by the traveler on behalf of the College	For College accounts, retain for 3 years after the date of approval of travel request/expense statement and until audit requirements are met, then destroy. For federal and other sponsored accounts, retain for 5 years after the close of the contract or for 10 years after the date of approval of travel request/expense statement (whichever is less), then destroy.	
	Procurement Contracts – contracts proposal, master contracts, construction and non-construction project contracts, freight rate contracts, moving contracts, and related documents.	Retain for 5 years after the close of the contract and until all audit requirements have been met, and then destroy	
	Procurement and Supply Vendor List – includes goods and services offered by responding vendors and indicates vendor identification of small business and minority business eligibility.	Retain until superseded, and then destroy.	
	Purchasing Records – purchase orders, requisitions, invoices, purchasing card transaction logs, Bennett College purchasing cardholder agreements, advertising and bid requests, bids and quotes, bid tabulation records, requests for proposal and vendor responses, notices of award of contract, and purchasing register.	For College accounts, retain for 5 years and until audit requirements are met, then destroy. For federal and other sponsored accounts, retain for 5 years after the close of the contract or for 10 years after the date of record creation (whichever is less), then destroy.	
	Property Files – material relating to the lease/purchase of property by the college.	Screen upon completion of lease or purchase and destroy that material for which no further reference is required. Remaining material with non-historical value to be retained for 15 years, and then destroyed. Remaining material with historical value to be document image permanent retention in the College's archives	
	External Audits	4 years or until findings are cleared	
	Budget Materials Annual working budgets, annual budget requests, budget amendments, budget histories, tuition revenue projections, indirect cost projections and other budget planning and management information	Retain for 3 years and until audit requirements are met	

	Inventory Material – records of capital and sensitive equipment including loan and disposal forms	Retain equipment loan and disposal forms for 3 years and until audit requirements are met, then destroy	
Payroll	Payroll Records- journals, statements of payroll charges, and other internal adjustment forms	For College accounts, retain for 3 years and until audit requirements are met, then destroy. For federal and other sponsored accounts, retain for 5 years after the close of the contract or for 10 years after the date of record creation (whichever is less)	
	Payroll deduction authorization forms	Retain for 3 years after the termination of deduction or employment whichever is first then destroy.	
	Pay reports W-2, labor distribution, check register by account and deductions taken.	Archive for permanent retention	
Sponsored Programs	Contract and Grant Files Records that document contracts and grants received from any source, including applications, proposals, agreements, research reports, publicity notices, acknowledgments and transfer of funds records, controlling rules and regulations, copy of periodic reports, correspondence, and memoranda.	Retain contract and grant files for 3 years after the close of the contract and after audit is concluded, then destroy. For federal and other sponsored contract and grant files, retain for 7 years after the close of the contract and after the audit is concluded, then destroy.	
	Sponsored Project Equipment Records – material used to prepare equipment reports for federal sponsors annually and when the account is being closed. Includes budget, purchase requisitions, purchase orders, inventory documents, and reports made to sponsoring agencies.	Retain in the Grant contract office for 6 years, then for 4 additional years in storage and until audit requirements are met, and then destroy.	
	Federal, state and local grants and contracts material Grant Applications Contract Bid Applications Letters of Intent Approval Letters or notices Executed Contracts Grant and Contracts Narrative Reports	Federal, state and local contracts and grant materials should be held for five years or the length of the grant or contract term.	
Publications, Statistical Data Documents and Institutional Reports	<input type="checkbox"/> Crime Statistics <input type="checkbox"/> Institutional Information (cost of attendance, withdrawal procedures, accreditations) <input type="checkbox"/> Catalogs <input type="checkbox"/> Degree statistics <input type="checkbox"/> Enrollment statistics <input type="checkbox"/> Grade statistics <input type="checkbox"/> Race/ethnicity statistics <input type="checkbox"/> Commencement programs	3 years 3 years Permanent Permanent Permanent Permanent Permanent	

Facilities	Campus Maps – building names and numbers, topological surveys, steam lines, water lines, gas lines, electric service lines, telephone/video lines, sanitary sewer lines, storm sewer lines and central control and monitoring service	Retain permanently in Facilities Management Department.	
	As Built Drawings- as built drawings for all buildings	Retain permanently in paper form in Facilities Management Department. Convert to CDs when possible.	
	Campus and Project Photography – photographic documentation of general College campus (aerial, districts, landscapes, buildings, architectural features and projects including new, renovations and additions	Retain permanently in Facilities Management Department	
	Work orders and requests for Facilities Management Services	Retain for three years	
	Construction Documents – contract information, bid proposals, pre-bid documents, minutes, building permits, change orders/proposals, schedules, minutes, pay applications with supporting documentation, final punch lists insurance documentation and project close out documents	Retain permanently for historical value and audit purposes.	
	Hazardous Material and Environmental Safety Files – reports and other pertinent material related to asbestos, lab safety, lead, biohazards, incidence reports, permits hazardous waste removal and other pertinent materials and reports	Retain permanently in secure, fireproof location.	
Admissions	Admissions Data/Documents for Applicants Who Do Not Enroll – Acceptance letters, Advanced placement records Applications for admission Correspondence, Entrance examination reports/test scores (e.g., ACT, SAT) Letters of recommendation Medical Records Military documents Placement test scores and reports Readmission forms Other test scores Transcripts from high school and other college(s).	1 year after application term	
	Admissions Data/Documents for Applicants Who Do Enroll Acceptance letter Advanced placement record Application for admission Entrance examination reports/test scores Letter of recommendation Medical records Military Records Residency classification forms	Retain for 5 years after graduation or date of last attendance	
Registration/Attendance	Academic action authorizations Academic records	5 years after graduation or date of last attendance Permanent	

	<p>Advanced placement and other placement test scored</p> <p>Applications for graduation</p> <p>Change in grades</p> <p>Student class schedules</p> <p>Degree audits</p> <p>Disciplinary action documents</p> <p>FERPA documents</p> <p>Financial Aid documents</p> <p>International/Foreign Students forms (I-20, passport number, etc)</p> <p>Grade reports</p> <p>Medical Records</p> <p>Personal Data Forms</p> <p>Withdrawal authorization</p>	<p>5 years after graduation or date of last attendance</p> <p>1 year after graduation or date of last attendance</p> <p>Permanent</p> <p>1 year after graduation or date of last attendance</p> <p>5 years after graduation or date of last attendance</p> <p>5 years after graduation or date of last attendance</p> <p>5 years after graduation or date of last attendance</p> <p>5 years after graduation or date of last attendance</p> <p>3 years after graduation or date of last attendance</p> <p>Permanent</p> <p>5 years after graduation or date of last attendance</p> <p>1 year after graduation or date of last attendance</p> <p>5 years after graduation or date of last attendance</p>	
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