

RECORDS RETENTION SCHEDULE	Office of Record	Retention Period & Transfer Instruction (By Year)
<b>Students- Application/Admissions/Acceptance</b> Guidance: <ul style="list-style-type: none"> <li>- Retention based on AACRAO Records Retention Guide</li> <li>- Paper copy(application, and transcripts) AV, scanned and then destroy paper copy 5 years AC</li> </ul>	Registrar/ Admissions	PM- Laserfiche and alternate location
<b>Students- Placement/Test Scores</b> Guidance: <ul style="list-style-type: none"> <li>- 5 years after graduation or last term attended</li> </ul>	Registrar/ Admissions	AV – Laserfiche and alternate location
<b>Students – Personal and Program Information</b> Name Changes/Residency Documentation/ Grade changes/ Probation & Suspension Letters & Appeals/ Petitions/ Course Challenge Forms/ Graduation Apps  Guidance: <ul style="list-style-type: none"> <li>- Paper copies AV, scanned and then destroy paper copy 5 years AC</li> </ul>	Registrar/ Admissions	PM- Laserfiche and alternate location
<b>Students – Health Care Applications/Immunization/Program Information</b> Program applications/Background check/Immunization records/CPR cards/Student Warnings Student success contracts  Guidance: <ul style="list-style-type: none"> <li>- Student records originating from Health Care Division scanned into student files in Laserfiche, then shredded</li> </ul>	HealthCare Division/ Registrar	PM- Laserfiche and alternate location
<b>Course Information – Course Catalogs</b>  Guidance: <ul style="list-style-type: none"> <li>- Permanent</li> </ul>	Registrar	PM- Registrar’s Office and  Archived
<b>Students – Applied/ No Show/ Transcripts no App</b>  Guidance: <ul style="list-style-type: none"> <li>- 3 years and then shred</li> </ul>	Registrar	AV – Then Shred

**LEGEND:**  
 Retention Codes: AC - After closed, terminated, completed, expired, settled or last date of contact; AV-As long as administratively valuable; CE-Calendar Year End (December 31st); FE-Fiscal Year End (June 30th); LA-Life of Asset; PM-Permanent; UA-University Archives; US-Until Superseded  
 Archival: A - Record is or may be permanent and have historic value; R-Required review by the Records Manager to determine value.

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<b>Adult Basic Education</b> Guidance: - Paper copies for 3 years, then shred. Electronic data system remains	ABE	3 years and then shred
<b>Advanced Opportunities</b> Guidance: - Keep financials for 5 years and then shred. Articulations are PM in Laser fiche.	Adv. Opp.	Financials – 5 years then shred Articulations - PM
FISCAL - EXPENDITURE VOUCHERS Travel, payroll, etc.	Business Office	FE +3, then destroy
FISCAL - EXPENDITURES JOURNALS OR REGISTERS	Business Office	FE +3, then destroy
FISCAL - GENERAL JOURNAL VOUCHERS	Business Office	FE +3, then destroy
FISCAL- GRANTS – STATE AND FEDERAL INFORMATION ON FILE	Business Office	AC +3, then destroy
FISCAL - INTERNAL FISCAL MANAGEMENT REPORTS Includes agency monthly budget reports.	Business Office	FE +3, then destroy
FISCAL - PURCHASE VOUCHERS Requisitions, purchase orders, receiving reports, invoices or statements, change orders, etc.	Business Office	FE +3, then destroy
FISCAL - RETURNED CHECKS / WARRANTS / DRAFTS (UNCOLLECTABLE)	Business Office	AC +3, then destroy
HEALTH SERVICES - STUDENT AND OTHER - MEDICAL REPORTS Reconciliation report and insurance provider listing payments to provider. GUIDANCE: - May be affected by (HIPAA) Standards for Privacy of Individually Identifiable Health Information, 45 C.F.R. Part 160.	Business Office	AC +5, then destroy

INVENTORY RECORDS - LIBRARY, BOOKSTORE AND RELATED AREAS Hold until after audit. GUIDANCE: - AC - Audit completion.	Business Office	AC +3, then destroy
PERIODIC BUDGET REPORTS Monthly or routine reports on the status of agency appropriation accounts and apportionment, excluding Annual Budget Reports.	Business Office	FE +3, then destroy
STUDENTS - FINANCIAL AID RECORDS - FFEL AND DIRECT LOANS Records related to borrower's eligibility and participation. All audit requirements to be met prior to disposal. GUIDANCE: - AC - End of the award year in which the student last attended. - Retention based on 34 CFR § 668.24	Business Office	AC +3, then destroy
FISCAL - DAILY CASH RECEIPTS LOGS	Business Office	FE +3, then destroy
<b>Center for New Directions</b> Includes placement and career counseling/ Disability Services Documentation Guidance: - AC + 5, then shred	Center for New Directions	5 years then shred
<b>Tutoring Center</b> Guidance: - Keep sign-in sheets for 3 years and then shred	Tutoring Center	3 years then shred
<b>Carl Perkins Grant Applications for Academic Support Project</b> Guidance: - Keep hard copy applications for 5 years. Keep electronic copies on O: GenEd/Perkins from 2002 forward	General Education Division Mgr. Office	Grant Applications- 5 years then shred Electronic Copies – maintained on O drive