

# **The Community College of Baltimore County Record Retention Policy**

## **I. Purpose**

The purpose of this policy is to ensure that necessary records and documents are adequately provided and maintained. In addition, the policy will ensure that records no longer needed or of no value are discarded at the appropriate time.

## **II. Administration**

The Record Retention Committee governs the retention and disposal of the official records of The Community College of Baltimore County (CCBC), which are maintained by the respective departments or offices.

The committee consists of representatives from various disciplines throughout CCBC. Included on the committee are:

- Director of Records and Registration, Essex
- Director of Financial Aid, Dundalk
- Director of Human Resources
- Controller
- Finance Manager
- Director of Application Development, ITS
- Chief Administrative Officer, Continuing Education
- Director of Planning, Research & Evaluation
- General Counsel.

The committee is authorized to perform the following functions:

- Identify and evaluate which records will be retained;
- Publish a retention schedule that is in compliance with local, state and federal laws, including a schedule for disposal of records;
- Monitor local, state and federal laws affecting record retention;
- Review the record retention and disposal schedule annually;
- Review reports from departments or offices required under the disposal program.

Each department head or office manager will prepare a list of documents used and maintained by the department or office, and will compare the list to the documents listed in the record retention schedule. The department head or office manager shall report any differences to the Record Retention Committee in writing. In addition, each department head or office manager will annually review records and forms used by the department or office, in

order to determine whether these records and forms are adequate and appropriate.

Each department head or office manager will annually review the policy to determine any special circumstances that necessitate changes to the retention schedule or disposal program. Requests for changes in the retention schedule, or deviations from the specified retention schedule, should be made in writing to the Record Retention Committee.

In the event of a governmental audit, investigation or pending litigation, record disposal may be suspended at the direction of the general counsel. In addition, the general counsel should be informed of any situation that might give rise to legal action, such as subpoena for records, as soon as the situation becomes apparent.

### **III. Applicability**

This policy applies to all official records generated in any format in the ordinary course of CCBC's operation, including both original documents and reproductions. Examples of various formats include, but are not limited to: e-mails, records stored on computer hard drives or disks, and microform as well as paper record.

### **IV. Retention Schedule**

The following retention schedule is incorporated into this retention policy by reference.

### **V. Disaster Recovery Plan**

While the Record Retention Schedule identifies the appropriate retention period for the respective documents, the necessity and availability of having these documents maintained in suitable "offsite" areas are addressed in CCBC's Disaster Recovery Plan.

V. CCBC

**RECORDS RETENTION**

<b>Document</b>	<b>Responsible Department</b>	<b>Retention</b>
Academic Grievances	Academic Dean	Permanent
Student Course Evaluations	Academic Divisions	Numerical summaries kept in the faculty members file for one year
Registration Forms, Bill, and Cash/Credit Card Receipt	Accounts Receivable	5 years
Assessment Information (For Students Who Do Not Enroll)	Admissions and Records & Registration	1 year after semester of application
Correspondence, Relevant (For Students Who Do Not Enroll)	Admissions and Records & Registration	1 year after semester of application
International Student Forms	Admissions and Records & Registration	3 years after semester of application in Director of Admissions Office
International Student Forms, Materials (For Students Who Do Not Enroll)	Admissions and Records & Registration	3 years after semester of application in Director of Admissions Office
Student Correspondence	Admissions and/or Records & Registration	1 year after semester of application
Board of Trustees – Minutes	Board of Trustees	Permanent
Personal Injury/Illness Reports	Childcare Personnel/Safety Security	Until child is 23 years old, permanent portion of employees file; if BBP or MSDS incident 40 years after the last date of employment.
Contracts for all Trips/Performers/Services	College Activities	4 years
Graduation Budget, Contracts, Correspondence, Setup and Purchases	College Activities	4 years

<b>Document</b>	<b>Responsible Department</b>	<b>Retention</b>
CEED Course Evaluation Files	Continuing Education	Current and Previous Fiscal Years
CEED Course Files - Administration	Continuing Education	5 Years
CEED Instructor Employment Contracts	Continuing Education	5 Years
CEED Letters of Intent	Continuing Education	5 Years
CEED Revenue & FTE History Report	Continuing Education	5 Years
CEED Student Files	Continuing Education	5 Years
MHEC CC-10	Continuing Education	5 Years
MHEC CC-12	Continuing Education	5 Years
MHEC CC-3	Continuing Education	5 Years
MHEC CC-3 Non Process Description Report	Continuing Education	5 Years
Career Tests	Counseling	2 years
Student Grievances	Dean of Students	Permanent
Instructor Assignment Sheets	Dean's Office	1 year in division office, 5 years in Dean's Office, Permanent on computer
Training Contracts	Dean's Office	3 years after completion of contract.
Annual Financial Reports (CAFR, Single Audit, CC-4)	Finance	Permanent
Bank Daily Deposits	Finance	3 years
Bank Statements and Reconciliations	Finance	3 years

<b>Document</b>	<b>Responsible Department</b>	<b>Retention</b>
Budget Reports and Development Support	Finance	4 years
Cancelled Checks	Finance	8 years
Expense Reports	Finance	6 years.
Fixed Asset Inventory	Finance	6 years.
General Ledger	Finance	4 years – hard copy report. Electronic data is permanent.
Grant Award Reports & Supporting Documentation.	Finance	3 years after expiration of award.
Insurance Claims	Finance	10 years.
Insurance Policies	Finance	4 years after expiration of policy.
Integrated Postsecondary Education Survey – Financial Reports	Finance	5 years
Journal Vouchers	Finance	5 years
MHEC – CC-5	Finance	5 Years
P-Card Reconciliation Logs	P-Card Holder	3 years
Purchase Orders	Finance	4 years
Subsidiary ledgers and supporting reconciliations	Finance	4 years
Vendor Contracts	Finance	3 years after completion of contract.
Vouchers for payments to vendors	Finance	4 years
Financial Aid Loan Documents	Financial Aid	3 years after completion of award year.

<b>Document</b>	<b>Responsible Department</b>	<b>Retention</b>
Financial Aid Student Files	Financial Aid	3 years after completion of award year.
Fiscal Operations Report & Supporting Documentation.	Financial Aid	3 years after completion of award year.
Litigation Files	General Counsel	Retained until suit is fully resolved.
Family Medical Leave Act - files	Human Resources	Length of employment + 5 years.
Instructor Contracts (Credit)	Human Resources	Length of Employment
Personnel Active Files	Human Resources	As long as employed
Personnel Inactive Files	Human Resources	Retirees – until documentation of death and death benefits are issued. Non-retirees- 5 years.
Search Files	Human Resources	Chosen candidate – length of employment. Unsuccessful candidates – 1 year.
Credit Registration - Data Mart	Information Technology Services	Permanent electronic storage
E-mail	Information Technology Services	No retention requirement, unless the information falls within the college's document retention policy.
SCT Banner – Finance Data	Information Technology Services	10 years maintained within the database, thereafter archived permanently.
SCT Banner – Financial Aid Data	Information Technology Services	10 years maintained within the database, thereafter archived permanently.
SCT Banner – Human Resource/Payroll Data	Information Technology Services	10 years maintained within the database, thereafter archived permanently.
SCT Banner – Student Data	Information Technology Services	10 years maintained within the database, thereafter archived permanently.
Employer follow-up Survey Response Forms	Institutional Research	2 years electronic file

<b>Document</b>	<b>Responsible Department</b>	<b>Retention</b>
Graduate Follow-up Survey Response Forms	Institutional Research	2 years electronic file
Institutional Research Detailed Reports	Institutional Research	5 years
Institutional Research Federal (IPEDS) Reports	Institutional Research	Permanent
Institutional Research Reports	Institutional Research	5 years
Institutional Research State (MHEC) Reports	Institutional Research	Permanent
Middle State Annual Reports	Institutional Research	Permanent
Payroll Active Employee Files	Payroll	As long as employed
Payroll Inactive Employee Files	Payroll	Permanent
Payroll Registers/Reports	Payroll	10 years
Timecards/Attendance Exception Reports	Payroll	3 years
W-2	Payroll	8 years
Academic Advising Forms	Records & Registration	1 year after semester of application
Academic Advising Forms (For Students Who Do Not Enroll)	Records & Registration	1 year after semester of application
Academic Probation	Records & Registration	5 years after date of last attendance or graduation
Academic Record (Transcript)	Records & Registration	Permanent
Acceptance Letters	Records & Registration	5 years after semester of application
Acceptance Letters (For Students Who Do Not Enroll)	Records & Registration	1 year after semester of application

<b>Document</b>	<b>Responsible Department</b>	<b>Retention</b>
Application for Admission	Records & Registration	5 years after semester of application
Application for Admission (For Students Who Do Not Enroll)	Records & Registration	1 year after semester of application
Assessment Information	Records & Registration	5 years after date of last attendance or graduation
Assessment of Prior Learning Materials	Records & Registration	1 year after semester of application
Assessment of Prior Learning Materials (For Students Who Do Not Enroll)	Records & Registration	1 year after semester of application
Catalogs	Records & Registration	Permanent
Change of Courses (Drop/Add Forms)	Records & Registration	5 years after date submitted
Class Rosters	Records & Registration	Permanent
Class Schedule	Records & Registration	Permanent
Commencement Programs	Records & Registration	Permanent
Credit by Exam Forms	Records & Registration	5 years after date submitted
Dean's List	Records & Registration	Permanent
Degree Audit Records	Records & Registration	5 years after date of last attendance or graduation
Enrollment Verifications	Records & Registration	5 years after date of last attendance or graduation
GED Records	Records & Registration	1 year after semester of application
GED Records (For Students Who Do Not Enroll)	Records & Registration	1 year after semester of application
Grade Change Forms	Records & Registration	Permanent

<b>Document</b>	<b>Responsible Department</b>	<b>Retention</b>
Grade Distribution	Records & Registration	Permanent
Grade Reports	Records & Registration	5 years
Graduation Application	Records & Registration	1 year after date of graduation
Graduation Lists	Records & Registration	Permanent
Permanent Record Card	Records & Registration	Permanent
Program Change Forms	Records & Registration	Permanent
Registration Forms	Records & Registration	5 years after date submitted
Requests for Non-Disclosure of Directory Information	Records & Registration	5 years
State CC Reports Backup Data	Records & Registration	2 years
Student Directory	Records & Registration	1 year
Student Folders	Records & Registration	5 years after date of last attendance or graduation
Transcript Requests (Students)	Records & Registration	1 year
Transcripts, Colleges	Records & Registration	5 years after date of last attendance or graduation
Transcripts, High School	Records & Registration	5 years after date of last attendance or graduation
Transcripts, High School (For Students Who Do Not Enroll)	Records & Registration	1 year after semester of application
Transcripts, Other Colleges (For Students Who Do Not Enroll)	Records & Registration	1 year after semester of application
Transfer Credits and Assessment of Prior Learning (APL) Evaluations	Records & Registration	5 years after date of last attendance or graduation

<b>Document</b>	<b>Responsible Department</b>	<b>Retention</b>
Name/Address Change Forms	Records and Registration	5 years after date submitted
Hazardous Material Report	Safety and Security	Permanent
Incident Reports	Safety and Security	20 years
Material Safety Data Sheet	Safety and Security	30 years
Material Safety Data Sheet Requests	Safety and Security	30 years
Occupational Injuries and Illness Log and Summary (OSHA 200 & OSHA 200-S)	Safety and Security	5 years
Security Log book	Safety and Security	20 years
Title III Budget Binders and Files	VCLASD	Permanent

Record Retention Policy