



## Records Retention Schedule

<b>President's Office</b>	
<b>Governance</b>	
Record Type	Retention Period
Board of Trustees Bylaws	Permanent
Board and Committee Minutes	Permanent
Signed Disclosure/Awareness forms	3 years from after separation
Board Self Evaluation	10 years
President's Evaluation	5 years
College Charter	Permanent
Mission Statement	Permanent
Strategic Plan	Permanent
<b>Academic Affairs</b>	
<b>Department Records</b>	
Record Type	Retention Period
Accreditation Records	Permanent
Program Reviews	7 years
Academic Advising Records	3 years from graduation or last date of attendance
Course Syllabus	10 years from date of course's last offering

Course work not returned to students

Reference Statistics Records	10 years
Interlibrary Loan Records	4 years
Instructional Manuals	Until superseded
<b>Institutional Effectiveness</b>	
<b>Registrar's Office</b>	
<b>Record Type</b>	<b>Retention Period</b>
College Catalog	Permanent
College Withdrawal forms	5 years from last date of attendance
Course Withdrawal forms	5 years from graduation or last date of attendance
Application for Graduation	3 years after graduation
Change of Grade forms	Permanent
Commencement Programs	Permanent
Degree audits	3 years from graduation or last date of attendance
External Transcripts	Permanent
FERPA Consents and Disclosures	Life of underlying document
FERPA Requests to Review	Life of underlying document
Graduation Lists	Permanent
Name changes	Permanent

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Employee Expense Reports	3 years
Invoices and Purchase Orders	3 years
Grant Records	3 years after grant is completed
General Ledgers and Journal Entries	Permanent
Notes Receivable ledgers and schedules	7 years after final receipt
Investment Records	7 years after sale/liquidation of investment
Cash Records	7 years
Chart of Accounts	Permanent
Depreciation Schedule	Permanent
<b>Contracts</b>	
<b>Record Type</b>	<b>Retention Period</b>
Contracts and related correspondence	7 years after termination
Mortgage notes and leases	Permanent
<b>Corporate Records</b>	
<b>Record Type</b>	<b>Retention Period</b>
Minute books, signed minutes of the Board and all committees, corporate seals, articles of incorporation, bylaws, annual corporate reports	Permanent
Trademark and registrations	Permanent
Legal correspondence	Permanent
Patents	Permanent
<b>Payroll Documents</b>	
<b>Record Type</b>	<b>Retention Period</b>
Employee Deduction Authorizations	4 years after termination/separation
Payroll Deductions	7 years after termination/separation
W-2 and W-4 Forms	7 years after termination/separation
Garnishments, Assignments, Attachments	7 years after termination/separation
Payroll Registers	7 years
Time Cards/Sheets	3 years
Unclaimed Wage Records	6 years
Withholding Tax Statements	7 years
<b>Personnel Records</b>	
<b>Record Type</b>	<b>Retention Period</b>
Commissions/Bonuses/Incentives/Awards	7 years
EEO-1/EEO-2 – Employer Information Reports	2 years after superseded or filing (whichever is longer)

qualification records)	
Employment Contracts – Individual Employment Records –	7 years after termination/separation

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*Applicants who did enroll*

**Student Affairs/Development**

of attendance