

Schedule 151

METROPOLITAN COMMUNITY COLLEGE

Nebraska Records Management Division
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Lincoln, NE 68508
(402) 471-2559

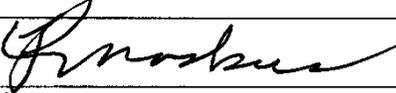
**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE	151
AGENCY, BOARD OR COMMISSION	METROPOLITAN COMMUNITY COLLEGE
DIVISION, BUREAU OR OTHER UNIT	

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

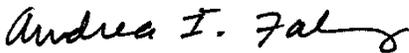
PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE	
TITLE	President
DATE	2-21-2005

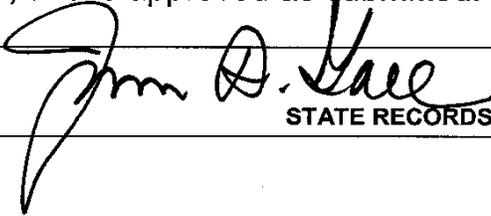
PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE		DATE	Feb. 24, 2005
	STATE ARCHIVIST		

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE		DATE	3/3/05
	STATE RECORDS ADMINISTRATOR		

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of records, regardless of the media on which they reside. Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This schedule, along with the unique schedule written specifically for records unique to your office, approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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Category	Record Series	Disposition	Copy of Record Location
Administrative Records	Accreditation Records – Institutional May include but not limited to institutional data sheets; annual reports; working papers; resource notebooks; college self-study; interim and final evaluation reports; progress reports and responses by the College and other related documentation or correspondence.	Self-Study and Evaluation Report: Transfer to the College Archives; retain permanently.² All Other Records: Dispose of after accreditation visit completed.	Planning & Institutional Advancement
Administrative Records	Board of Governors Records May include but not limited to official meeting minutes; oaths of office; resolutions; policies adopted, reauthorized or disapproved; audio or video recording of meeting proceedings; Board packet and other related documentation or correspondence. May also include Warrants Registers: logs of warrants issued by the Board; Warrants Cancellation Request Records: request memoranda; photocopies of checks; related documentation; Warrants Records - redeemed; cancelled and voided warrants and supporting documentation.	Official Copies of Minutes, Agendas, Oaths, Resolutions, Policies: Retain permanently. (See Also MCC BOG Policy Manual #12316 and Local Agencies General Records, Schedule 24) Audio and Video Recordings: Transfer to the College Archives; dispose of at discretion of the Board of Governors. (See MCC BOG Policy Manual #12316) Warrants Records: Dispose of after 7 years. All Other Records: Dispose of after 5 years.	President’s Office
Administrative Records	College Catalog May include but not limited to final published catalog, drafts and other related documentation or correspondence.	Final Published Catalog: Transfer to the College Archives; retain permanently.² All Other Records: Dispose of after 1 year.	Educational Services
Administrative Records	College History Files May include but not limited to published and unpublished historical sketches; scrapbooks; photographs; photo negatives; press releases; newspaper clippings; publications; list of awards received by the College and other related documentation or correspondence.	Transfer to the College Archives; retain permanently.²	Public Relations or Creating Office or Department

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<p>Administrative Records</p>	<p>Communications – Short-Term/Ephemeral Communications that may be of a professional interest, but not pertaining directly to the function of the College, i.e. the equivalent of a casual phone call. May include but are not limited to advertising circulars; drafts; desk notes; interoffice memoranda and routine email.</p>	<p>Dispose of at the sender’s/recipient’s discretion. (See Also Local Agencies General Records, Schedule 24)</p>	<p>Creating Office or Department (internal communication) or Receiving Office (external communication)</p>
<p>Administrative Records</p>	<p>Communications – Medium-Term Related to the operations of the agency but having no long-term significance or policy implications. May include but not limited to routine requests for information or transcripts; routine correspondence; general inquiries; other correspondence of a non-specific nature that does not contain information about the College’s programs.</p>	<p>Dispose of after 2 years. (See Also Local Agencies General Records, Schedule 24)</p>	<p>Creating Office or Department (internal communication) or Receiving Office (external communication)</p>
<p>Administrative Records</p>	<p>Communications – Long-Term Containing information related to the mission of the College, i.e. documents major transactions, establishes or implements policy, establishes legal rights or responsibilities or has other long-term ramifications to the operation of the College.</p>	<p>Transfer to the College Archives; retain permanently.²</p>	<p>Creating Office</p>
<p>Administrative Records</p>	<p>Communications – Project Related Related to a specific College project, defined as an activity having a identifiable beginning and end.</p>	<p>Dispose of 10 years after end of project, subject to review by the College Archivist before disposal. (See Also Local Agencies General Records, Schedule 24)</p>	<p>Creating Office</p>
<p>Administrative Records</p>	<p>Communications – Information Denial File maintained according to Section 87-712.04; R.R.S 1943. Includes all communication and documentation relating to the denial of requests for records.</p>	<p>Dispose of after 10 years. (See Also Local Agencies General Records, Schedule 24)</p>	<p>Creating/Receiving Office</p>
<p>Administrative Records</p>	<p>Communications – Logbooks Maintained in a variety of formats – usually includes sender; subject matter; response date; etc.</p>	<p>Dispose of with communications indexed.</p>	<p>Creating Department</p>

<p>Administrative Records</p>	<p>Contracts & Agreements May include but not limited to bid and quote lists; notices of bid opening and award; comparison studies; requests for proposals or information; comparison summaries; spreadsheets; tabulation worksheets; bid advertising records; records of accepted/rejected bids; selection of agents of record; title and deed records and other related documentation or correspondence</p>	<p>Accepted Building Contracts: Transfer to the College Archives; retain permanently.²</p> <p>Non-building Construction Contracts : Dispose of (must be shredded) 10 years after completion/fulfillment of the contract, provided audit has been completed.¹</p> <p>Rejected Contracts: Dispose of (must be shredded) after 4 years, provided audit has been completed.¹</p> <p>Title and Deeds: Retain permanently.</p> <p>Other Contracts: Dispose of (must be shredded) 5 years after fulfillment of contract, provided audit has been completed.¹</p>	<p>Business Office</p>
<p>Administrative Records</p>	<p>Copy and Print Services – College-wide May include but not limited to department machine counter reports to Purchasing; billings from vendors and other related documentation or correspondence.</p>	<p>Dispose of after 3 years.</p>	<p>Business Office/ Purchasing</p>
<p>Administrative Records</p>	<p>Copyright Records Permission to reproduce, distribute, adapt, perform or display copyrighted material of all kinds for academic and other purposes. Permissions may include single use; unlimited use; permission to reproduce a specified number of copies; permission for a specific date or date span; permission to use for a defined purpose or other conditions. May include but not limited to application and approval forms; correspondence and copies of subject material – paper/other media and other related documentation or correspondence.</p>	<p>Dispose of 5 years after expiration of permission(s).</p>	<p>CAP Unit/ Acquisitions – Video & Broadcasting Rights</p> <p>Copy Center – Printing Rights</p>

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Administrative Records	Departmental Meeting Minutes May include but not limited to minutes, reports or related documentation for all meetings not covered by the Nebraska's Public Meeting Law.	Dispose of when no longer of reference value, subject to review by the College Archives Manager before disposal. (See Also Local Agencies General Records, Schedule 24).	Creating Office or Department
Administrative Records	Election Records, Board of Governors May include but not limited to certified copies of election results; ballot title and wording records; county filing election forms; election certificates; precinct maps; election tax levy history; election cost records; promotion or advertising records and other related documentation or correspondence.	Clerk certified election results: Dispose of after 5 years. Election Certificates, Election Results and Ballot Title/Wording Records: Transfer to the College Archives; retain permanently. ² All Other Records: Dispose of after 15 years.	President's Office
Administrative Records	Faculty & Staff Development Program Records May include but not limited to course descriptions; instructor certifications; planning records; instructional materials; course outlines and related documentation or correspondence.	Dispose of (must be shredded) after 5 years.	Faculty & Staff Development
Administrative Records	Faculty/Staff Development and Awards Records May include but not limited to applications/nominations; review and approval documentation; list of participants (class roster/sign in sheets) or recipients; arrangements and schedules; publicity and news clippings; presentation transcripts; activities documentation and other related documentation or correspondence.	Dispose of (must be shredded) after 5 years.	Faculty & Staff Development
Administrative Records	Fax (Facsimile) Transmissions Incoming & Outgoing.	Dispose of with appropriate record series to which they pertain.	Creating/Receiving Office
Administrative Records	Full-Time Equivalency Records	Dispose of after 10 years.	Institutional Research
Administrative Records	Higher Learning Commission Accreditation – Final Report With Approval	Transfer to the College Archives after superseded; retain permanently. ²	President's Office

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Administrative Records	Institutional Planning Records May include but not limited to instructions from president or other administrator explaining nature and purpose of requested strategic planning effort; internal planning committee materials; statements of objectives; missions and goals; proposals; strategic planning activity reports and other related documentation or correspondence.	Final Reports: Transfer to the College Archives; retain permanently. ² All Other Records: Dispose of after 15 years.	Planning and Institutional Advancement
Administrative Records	Leases	Dispose of (must be shredded) 5 years after fulfillment of lease, provided audit has been completed. ¹	Business Office
Administrative Records	Legal Case Files May include but not limited to investigatory material; complaints; work notes; police reports; subpoenas; requests for hearing; requests for judicial review; motions; pleadings; briefs; transcripts; petitions; court orders; notices of appeal; depositions; exhibits and other related documentation or correspondence.	Dispose of (must be shredded) 5 years after case closed.	President's Office
Administrative Records	Mail, Copy and Print Services May include but not limited to summaries of outgoing postage charged to departments; periodic reporting of charges to College accounts for printing and copying services; payment of charges; delivery receipts; receipt verification notebooks; incoming and outgoing certified, registered, insured, or express mail records; outgoing and upkeep records and other related documentation or correspondence.	Dispose of (must be shredded) after 4 years.	Central Stores and Copy Center
Administrative Records	Mailing Lists	Dispose of (must be shredded) after superseded.	Creating Office or Department
Administrative Records	Organizational Charts	Dispose of (must be shredded) after superseded.	Human Resources
Administrative Records	Personal Service Contracts May include but not limited to contracts; addenda; exhibits; justification statements; proposals; contractor selection statements; expense records and other related documentation or correspondence.	Dispose of (must be shredded) 5 years after expiration of contract.	Business Office or Creating Office or Department

Metropolitan Community College

<p>Administrative Records</p>	<p>Policy & Procedures Guidelines and Manuals Includes College's Procedures Memorandums.</p>	<p>Draft: Dispose of 1 year after final document produced.</p> <p>Final: Transfer to the College Archives after superseded; retain permanently.²</p>	<p>Executive Vice-President</p>
<p>Administrative Records</p>	<p>Policy Development and Agency Planning Records</p>	<p>Drafts and work notes: Dispose of 1 year after the final document produced.</p> <p>Final document: Transfer to the College Archives after 20 years; retain permanently.²</p>	<p>Executive Vice-President's Office</p>
<p>Administrative Records</p>	<p>Professional Membership Records May include but not limited to agency-paid individual and institutional memberships and activities in professional organizations.</p>	<p>Dispose of 6 years after expiration.</p>	<p>Business Office</p>
<p>Administrative Records</p>	<p>Publication Files May be used to document the activities of the office for educational or information purposes; or to communicate programs; policies and events. Does NOT include College catalogs or other documentation required for re-accreditation. May include but not limited to background material; art work; drafts; prints; flats and final publications produced by individual offices, including student publications.</p>	<p>Original Art Work: Dispose of when no longer of reference value.</p> <p>Final Publications: Transfer to the College Archives; retain permanently.²</p> <p>All Other Records: Dispose of after 2 years.</p> <p>Annual Reports (College and Foundation); Financial/Fiscal Reports (College and Foundation); College Catalogs; Student Handbooks : Send 4 copies to the Nebraska Publications Clearinghouse at the Nebraska Library Commission.</p>	<p>Marketing and Public Relations; MCC Foundation and/or Educational Services</p>
<p>Administrative Records</p>	<p>Scheduling Records May include but not limited to desk calendars; reservations logs/lists; meeting requests; administrative calendars or appointment books.</p>	<p>Dispose of after 1 year.</p>	<p>Creating Office or Department</p>
<p>Administrative Records</p>	<p>Signature Authorizations Documentation of designated agency employees authorized to sign financial documents and contractual agreements.</p>	<p>Dispose of (must be shredded) 7 years after authorization superseded or expired.</p>	<p>Business Office</p>

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Administrative Records	Telephone Logs May include but not limited to date and time of call; name of caller; phone number called or received; nature of call; actions taken and results of the call.	Dispose of concurrent with communications indexed. (See Also Local Agencies General Records, Schedule 24).	Creating Office or Department
Curriculum and Instruction Records	Academic Calendar Records May include but not limited to dates and deadlines for academic term such as registration, final examinations, holidays and breaks; personnel matters; reports and other related documentation or correspondence.	Final Calendar: Transfer to the College Archives; retain permanently. ² All Other Records: Dispose of after superseded or obsolete	Educational Services
Curriculum and Instruction Records	Academic Program Assessments Documentation of the tool(s) used by various program areas to determine the success of the program.	Dispose of after superseded or obsolete.	Educational Services
Curriculum and Instruction Records	Accreditation Records – professional / paraprofessional programs May include but not limited to self-study reports; final reports; statistical data; working papers; accreditation organization evaluation report and other related documentation or correspondence.	Self-study and final accreditation report: Transfer to the College Archives after 10 years; retain permanently. ² All Other Records: Dispose of after accreditation complete.	Creating Office or Department
Curriculum and Instruction Records	Advisory Committee Records – Academic Programs May include but not limited to membership lists; meeting minutes; agendas; reports; notes; working papers; transcriptions and other related documentation or correspondence.	Resource notebooks and working files: Dispose of after superseded or obsolete. Minutes and Agendas: Dispose of when no longer of reference value, subject to review by the College Archives Manager. Other Records: Dispose of after 3 years.	Educational Services
Curriculum and Instruction Records	Class Lists May include but is not limited to student name; social security or College ID number; academic term; course number; course name; enrollment and registration status; payment status; handwritten instructor notes or comments and other related documentation or correspondence.	Original Record: Scan to CD. Transfer original to the College Archives; retain permanently. ² CD Security Copy: Transfer to the College Archives; dispose of after 15 years. CD Work Copy: Dispose of after 15 years.	Central Records

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<p>Curriculum and Instruction Records</p>	<p>Class Scheduling Records May include but not limited to working papers; draft documents; published class booklet; revisions of published class schedule booklet and related documentation or correspondence.</p>	<p>Published class booklet and revisions: Transfer to the College Archives; retain permanently. ²</p> <p>All Other Records: Dispose of after 10 years.</p>	<p>Educational Services</p>
<p>Curriculum and Instruction Records</p>	<p>Course Enrollment Summaries May include but not limited to 10th day reports; end of quarter reports and other related documentation or correspondence.</p>	<p>Dispose of after 5 years.</p>	<p>Institutional Research</p>
<p>Curriculum and Instruction Records</p>	<p>Course Lists May include but not limited to course identification number; course title; number of credits – lecture, lab and total; number of contact hours or work load; number of weeks in term; tuition and fees; funding area formula code; organizational unit; interest area or topic in quarterly schedule; prerequisites; pay level and related information.</p>	<p>Transfer to the College Archives; retain permanently. ²</p>	<p>Educational Services</p>
<p>Curriculum and Instruction Records</p>	<p>Course Outline Records May include but not limited to course outlines and working files of department used to create the course outline and receive approval from the Curriculum Coordinator. Working files may include application for course approval and other related documentation or correspondence.</p>	<p>Active Programs: Retain permanently in department.</p> <p>Inactive Programs: Retain permanently in Administration Building.</p> <p>Discontinued Programs: Transfer to the College Archives, retain permanently. ²</p>	<p>Educational Services</p>
<p>Curriculum and Instruction Records</p>	<p>Course Syllabus Records May include but not limited to course title and number; instructor name and phone number; class meeting times and location; instructor office hours and location; course description performance-based learner outcomes; required textbook[s]; outline of topics and/or assignments; grading procedures; testing information and additional references or recommended readings.</p>	<p>Dispose of 1 year after superseded.</p>	<p>Educational Services</p>

<p>Curriculum and Instruction Records</p>	<p>Curriculum Development Records May include but not limited to application and supporting documentation of faculty seeking to develop or revise program curriculum in a course; review and approval documentation; report or other product of curriculum development project and other related documentation or correspondence.</p>	<p>Dispose of after 5 years.</p>	<p>Educational Services</p>
<p>Curriculum and Instruction Records</p>	<p>High School Dual Enrollment Program Participation Records May include but not limited to contracts and agreement and other related documentation or correspondence pertaining to GED and/or high school completing; alternative education; English-as-a-Second-Language; college technical and transfer courses and career development activities for credit.</p>	<p>Contracts and agreements: Dispose of 5 years after expiration.</p> <p>All Other Records: Dispose of after 5 years.</p>	<p>Educational Services</p>

<p>Curriculum and Instruction Records</p>	<p>Instructional Agreements and Records Series may include but not limited to Articulation Agreements with high schools; other community colleges and four-year institutions; agreements between the College and other entities, including the state government, for educational services; Instructional Contracts for full and part time faculty teaching credit and non credit courses; Short-Term Contracted Training Records which document non-degree, non-credit, short-term classes that enable persons in business, government, industry or the general public to learn new skills or update existing skills; short-term and long-term training offered through the Workforce Development Institute™ for area industries and businesses. May include but not limited to contracts or agreements; registration records; class lists; payment records; flyers; course and credit records; transcripts; working files; reports and other related documentation or correspondence.</p>	<p>Working papers: Dispose of after contract finalized.</p> <p>All Other Records: Dispose of 10 years after expiration of contract or agreement.</p>	<p>Educational Services; Continuing Education and/or Workforce Development Institute™</p>
<p>Curriculum and Instruction Records</p>	<p>Program Review Documents</p>	<p>Dispose of 2 years after completed.</p>	<p>Educational Services</p>
<p>Curriculum and Instruction Records</p>	<p>Program Student Handbooks May include but not limited to information on field of study; faculty; policies or academic requirements.</p>	<p>Dispose of after superseded or obsolete.</p>	<p>Educational Services</p>
<p>Curriculum and Instruction Records</p>	<p>Student Coursework May include but not limited to attendance records; grade books; tests; evidence of student learning or any material used to determine student grades.</p>	<p>Dispose of 6 months after end of academic term (unless otherwise distributed back to student; i.e., portfolios, etc.).</p>	<p>Educational Services – Faculty Offices</p>

<p>Distance Education/ Learning Records</p>	<p>Distance Education Records May include but not limited to course lists for telecourses, web-based courses and other alternative delivery systems; teachers' lists; marketing records; evaluations and surveys; annual statistical and narrative reports and summaries about enrollment, growth and trends in distance educations; license agreements concerning the acquisition of the material and the services provided by vendors such as wireless cable operators and other related documentation or correspondence.</p>	<p>License agreements: Dispose of 6 years after expiration.</p> <p>All Other Records: Dispose of after 5 years.</p>	<p>Student & Instructional Services</p>
<p>Distance Education/ Learning Records</p>	<p>FCC License Records May include but not limited to applications; correspondence; legal options; license; excess capacity agreements; contract approval records and other related documentation or correspondence.</p>	<p>Transfer to the College Archives after expiration; retain permanently. ²</p>	<p>Student & Instructional Services</p>
<p>Facility/Property Records</p>	<p>Building and Grounds Repair; Remodeling and Construction Records May include but not limited to floor plans; specifications; layouts; sketches; maintenance agreements; work logs; fire marshal's compliance and other building inspection reports; permits; project descriptions and requirements; plan reviews; project schedules and other related documentation or correspondence.</p>	<p>Retain for the life of the structure, subject to review by the College Archivist.</p>	<p>Facilities Management</p>
<p>Facility/Property Records</p>	<p>Building Records May include but not limited to building configuration; real property equipment installed; chemicals used and Material Safety Data Sheets; documentation of remodeling or major repair and engineering blueprints.</p>	<p>Retain for the life of the structure/property, subject to review by the College Archivist.</p>	<p>Facilities Management</p>
<p>Facility/Property Records</p>	<p>Damaged/Stolen Property Records</p>	<p>Dispose of (must be shredded) after 10 years.</p>	<p>Business Office/Inventory Control</p>

<p>Facility/Property Records</p>	<p>Equipment and Furniture Inventory Records May include but not limited to property inventory listings; property disposition requests and notices; equipment transfer forms; warranties and other related documentation or correspondence.</p>	<p>Inventory listings: Dispose of 1 year after superseding inventory completed, provided audit has been completed.¹</p> <p>All Other Records: Dispose of after 5 years.</p>	<p>Business Office/Inventory Control</p>
<p>Facility/Property Records</p>	<p>Equipment History Records May include but not limited to shipping manifests or packing slips; vendor information; instructions and operating manuals; location of equipment; property disposition requests/reports; transfer of responsibility memoranda; warranty or guarantee information; specifications; serial numbers; maintenance agreements or contracts; service call reports; maintenance records and related documentation or correspondence.</p>	<p>Packing slips: Dispose of after 7 years.</p> <p>Operating Cost Records: Dispose of after 5 years, provided audit has been completed.¹</p> <p>All Other Records: Dispose of 2 years after equipment surplus or disposed of, provided audit has been completed.¹</p>	<p>Packing Slips -- Central Stores</p> <p>Service Call Reports and Maintenance records -- Owning Department</p> <p>Other Records -- Business Office/ Inventory Control</p>
<p>Facility/Property Records</p>	<p>Facility Inventory Records May include but not limited to inventories which list each campus building and parcel of real estate; the date acquired; property description; utilization of building space records; operating and maintenance cost records; inventory and other working documents which contain building name, room number and condition, type of space and square footage and other related documentation or correspondence.</p>	<p>Dispose of after superseded or obsolete.</p>	<p>Facilities Management</p>
<p>Facility/Property Records</p>	<p>Fixed Asset Inventory Reports</p>	<p>Dispose of after 7 years.</p>	<p>Business Office/ Inventory Control</p>
<p>Facility/Property Records</p>	<p>Hazardous Substance Employer Survey Records May include but not limited to hazardous materials chemical compositions; lot numbers and emergency disposition instructions.</p>	<p>Dispose of after superseded, obsolete or chemical no longer in use.</p>	<p>Owning Department</p>
<p>Facility/Property Records</p>	<p>Master Material Safety Data Records May include but not limited to MSDS, safety instructions and emergency response instructions.</p>	<p>Dispose of after superseded, obsolete or chemical no longer in use.</p>	<p>Owning Department</p>

<p>Facility/Property Records</p>	<p>Utility Systems and Equipment Operations Manuals and Maintenance Records May include but not limited to permits; equipment operations logs; mechanical readings charts; equipment maintenance histories and other related documentation or correspondence.</p>	<p>Dispose of 2 years after equipment is no longer in service.</p>	<p>Owning Department</p>
<p>Facility/Property Records</p>	<p>Vehicle Maintenance Records May include but not limited to maintenance and repair logs; maintenance requests and work orders; gas slips; repair notices and authorizations; repair estimates; photographs and related documentation or correspondence.</p>	<p>Dispose of 1 year after vehicle disposed of or transferred to new owner.</p>	<p>Facilities Management</p>
<p>Facility/Property Records</p>	<p>Vehicle Records May include but not limited to vehicle titles; registrations; warranties; maintenance agreements; service records and receipts; vehicle inventories containing information regarding description, dollar value and date of purchase; vehicle usage records; scheduling records; transportation request forms listing the beginning and ending mileage for the vehicle and other related documentation or correspondence.</p>	<p>Vehicle Title: Dispose of after vehicle disposed of or transferred to new owner.</p> <p>Registration, Warranties, Maintenance Agreements and Service Records: Dispose of 1 year after disposition of vehicle.</p> <p>All Other Records: Dispose of after 1 year.</p>	<p>Facilities Management</p>
<p>Facility/Property Records</p>	<p>Work Orders May include but not limited to property and equipment repair requests and authorizations and other related documentation or correspondence.</p>	<p>Dispose of after 3 years.</p>	<p>Facilities Management</p>

<p>Financial Aid Records</p>	<p>Federal Title IV Program and Institutional Records May include Institutional Program Participation Agreement; recertification; educational program eligibility; accreditation reviews and reports; State agency reports, audits and program reviews; other records as specified in regulations that pertain to factors of financial responsibility and standards of administrative capability and consortia agreements between schools.</p>	<p>Agreements: Dispose of 6 years after expiration, provided audit has been completed.¹</p> <p>Records pertaining to borrower eligibility: Dispose of (must be shredded) 3 years after the end of the award year in which borrower last attended the institution, provided audit has been completed.¹</p> <p>Fiscal Operations Report, Application to Participate and supporting documentation: Dispose of 3 years after the end of the award in which the FISAP is submitted, provided audit has been completed.¹</p> <p>Records involved in any loan, claim, or expenditure questioned by a Title IV, HEA program, audit, investigation or other review: Dispose of after the resolution of that questioned loan, claim or expenditure or the end of the retention period applicable to the record, whichever is longer, provided audit has been completed.¹</p>	<p>Financial Aid</p>
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<p>Financial Aid Records</p>	<p>FFELP (Federal Family Education Loan Program) and Direct Loan Programs May include but not limited to Eligibility Application [student or parent]; disbursement records; promissory notes and student status confirmation reports.</p>	<p>Records relating to a student's or parent's eligibility: Dispose of (must be shredded) 3 years after the end of the award year in this the student borrower last attended the institution, provided audit has been completed.¹</p> <p>Other Records Referring to FFELP or Direct Loan Participation: Dispose of 3 years after the end of the award in which the records are submitted, provided audit has been completed.¹</p> <p>Records involved in any loan, claim, or expenditure questioned by a Title IV, HEA program, audit, investigation or other review: Dispose of after the resolution of that questioned loan, claim or expenditure or the end of the retention period applicable to the record, whichever is longer, provided audit has been completed.¹</p>	<p>Financial Aid</p>
<p>Financial Aid Records</p>	<p>Financial Aid Annual Reports May include but not limited to schedules and instructions; working papers; exhibits; audit reports; findings; rebuttals and other related documentation or correspondence.</p>	<p>Audit reports, exhibits, finding and rebuttals: Dispose of after 20 years, provided audit has been completed.¹</p> <p>All Other Records : Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹</p>	<p>Financial Aid</p>

<p>Financial Aid Records</p>	<p>Fiscal Records and Reports May include but not limited to records of all Title IV program transactions; bank statements for all accounts continuing Title IV payments, cash disbursements, refunds and repayments; Ledgers that identify each Title IV program transaction; Federal work-study payroll records; Annual Federal Fiscal Operations and Applications for Funds Report [FISAP]; Federal Pell Grants Statements of Account; ED Payment Management System cash requests and quarterly or monthly reports; Title IV program reconciliation reports; audit reports and school responses; state grant and scholarship award rosters and reports; accrediting and licensing agency reports.</p>	<p>Dispose of (must be shredded) 3 years after the end of the award year, provided audit has been completed.¹</p> <p>FISAP exception: Dispose of 3 years after the end of the award year in which the FISAP was submitted, provided audit has been completed.¹</p>	<p>Financial Aid</p>
<p>Financial Aid Records</p>	<p>Perkins Loan Program Records Relate to the Perkins Student Loan; National Direct Student Loan and Nursing Loan; show each borrower's payment history including date and amount of each repayment; amount of each repayment credited to the principal; interest; collection costs and penalty or late charges. Documentation of each contact with borrower or endorser in collection of overdue loan; including date; nature; result of contact and copies of all correspondence; collection agency reports and litigation records.</p>	<p>Records pertaining to the administration of the loan : Dispose of (must be shredded) 3 years after the end of the award year for which aid was awarded and disbursed, provided audit has been completed.¹</p> <p>Fiscal Operations Report; Application to Participate and supporting documentation: Dispose of 3 years after the end of the award in which the FISAP is submitted, provided audit has been completed.¹</p> <p>Records involved in any loan, claim, or expenditure questioned by a Title IV, HEA program, audit, investigation or other review: Dispose of after the resolution of that questioned loan, claim or expenditure or the end of the retention period applicable to the record, whichever is longer, provided audit has been completed.¹</p>	<p>Financial Aid</p>

<p>Financial Aid Records</p>	<p>Student Financial Aid Records May include but not limited to Student Aid Report – SAR; Institutional Student Information Report –ISIR used to determine eligibility, documentation of need and eligibility for Title IV funds; cost of attendance information; documents used to verify applicant data; required student certification statements and supporting documentation; documentation of all professional judgments decisions; financial aid history information for transfer students; documentation of student’s satisfactory academic progress; documentation of amount, date and basis of all refund and repayment calculations for a student; last dates of attendance; grade rosters and documentation of outside resources.</p>	<p>Records relating to a student’s or parent’s eligibility: Dispose of (must be shredded) 3 years after the end of the award year in this the student borrower last attended the institution, provided audit has been completed.¹</p> <p>Other records referring to FFELP or Direct Loan participation: Dispose of 3 years after the end of the award year in which the records are submitted, provided audit has been completed.¹</p> <p>Fiscal Operations Report, Application to Participate and supporting documentation: Dispose of 3 years after the end of the award in which the FISAP is submitted, provided audit has been completed.¹</p> <p>Records involved in any loan, claim, or expenditure questioned by a Title IV, HEA program, audit, investigation or other review: Dispose of after the resolution of that questioned loan, claim or expenditure or the end of the retention period applicable to the record, whichever is longer, provided audit has been completed.¹</p>	<p>Financial Aid</p>
<p>Financial Aid Records</p>	<p>Student Records; Institutional May include but not limited to copy of academic transcript; admissions application; student course of study and enrollment history; ability to benefit test and test results; grade rosters and Student Status Confirmation Report – SSCR).</p>	<p>Dispose of (must be shredded) 3 years after the end of the award year in which the FISAP is submitted or until all questions resolved, whichever is longer.</p>	<p>Financial Aid</p>
<p>Financial Records</p>	<p>Account Reconciliation Records May include but not limited to printouts; worksheets; reports; schedules and other supporting documentation.</p>	<p>Transfer to the College Archives; retain permanently.²</p>	<p>Business Office</p>
<p>Financial Records</p>	<p>Account Transfer Records May include journal transfers and ITD transfers with other state agencies.</p>	<p>Dispose of after 7 years, provided audit has been completed.¹</p>	<p>Business Office</p>

Financial Records	Accounting Structure Organizational Hierarchy Records May include but not limited to fund structures; general ledger and other account codes and profiles.	Dispose of when superseded or obsolete.	Business Office
Financial Records	Accounting System Input Documents, Listings and Agency Control Reports May include but not limited to input documents; batch control reports; hand-posted spreadsheets; control reports and memoranda.	Dispose of after 7 years, provided audit has been completed.¹	Business Office
Financial Records	Accounts Payable Records May include but not limited to invoices, vouchers and other documents related to payment of bills by the agency.	Dispose of after 7 years, provided audit has been completed.¹	Business Office/ Accounts Payable
Financial Records	Accounts Receivable Records May include but not limited to records of billing/ collections of money paid to the agency and records of money owed to the agency.	Dispose of after 7 years, provided audit has been completed.¹	Business Office/ Accounts Receivable
Financial Records	Annual Financial Reports May include but not limited to transmittal cover sheet; combined balance sheet; combined statement of revenues and expenditures; changes in fund balance; notes to financial statements; exhibits such as adjustments to the accounting data; cash flow analysis; other documents supporting statement amounts and notes.	Transfer to the College Archives; retain permanently.²	Executive College Business Officer
Financial Records	Audit Reports May include but not limited to audit reports; supporting documentation; agency comments and related documentation or correspondence.	Final Audit Report and College response: Transfer to the College Archives; retain permanently.² Grant fund audit reports: Dispose of after 7 years or the length required by the grant, whichever is longer, provided audit has been completed.¹ All Other Records: Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹	Executive College Business Officer

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Financial Records	Bank Statements	Dispose of after 7 years, provided audit has been completed. ¹	Business Office
Financial Records	Bond Records; Financial May include but not limited to authorizations; supporting financial documentation; G.O. bonds and certificates of participation; revenue bonds; bond ratings; sample copies of bonds issued; paid bonds, coupons and receipts; bond register and other related documentation or correspondence.	Transfer to the College Archives; retain permanently. ²	Business Office
Financial Records	Budget Planning and Preparation Records May include but not limited to budget requests; spreadsheets; expenditure projection work papers; budget development schedules; allotment reports; decision packages; spending plans; compensation plan proposals; contingency plans; performance measures; fiscal impact analysis; monthly trial balance summaries; expenditure detail reports; revenue detail reports; monthly encumbrance registers and expenditure/revenue registers.	Dispose of after 7 years, provided audit has been completed. ¹	Business Office/ Budget Projects Coordinator
Financial Records	Budget Review/Status Reports May include but not limited to monthly printouts of departmental expenditures and amounts available for use in various funds or accounts.	Year-End Reports: Dispose of after 7 years, provided audit has been completed. ¹ All Other Reports: Dispose of when superseded.	Business Office/ Financial Management Accountant
Financial Records	Cancelled Checks and Stubs	Dispose of after 7 years, provided audit has been completed. ¹	Business Office/ Accounts Payable
Financial Records	Capital Construction Funding Records May include but not limited to budget authorization forms; budget change orders; budget projection and allocation records; final acceptance statements; project descriptions and other related documentation or correspondence.	Retain for the life of the structure, subject to review by the College Archivist.	Facilities Management
Financial Records	Cash Receipt Records	Dispose of after 7 years, provided audit has been completed. ¹	Business Office/ Cashier
Financial Records	Check Registers	Dispose of after 7 years, provided audit has been completed. ¹	Business Office/ Accounts Payable

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Financial Records	Competitive Bid Records May include but not limited to bid and quote lists; notices of bid opening and award; requests for proposals; comparison summaries; spreadsheets; tabulation worksheets; bid advertising records; tally sheets; bid specifications; vendor correspondence and other related documentation or correspondence.	Rejected: Dispose of after 5 years, provided audit has been completed.¹ Accepted: Transfer to the College Archives; retain permanently.²	Business Office/ Purchasing
Financial Records	Correspondence, Fiscal May include but not limited to correspondence sent and received by the agency's administrative and/or Business Office staff pertaining to the agency's fiscal policy; obligations or revenue.	Dispose of after 7 years, provided audit has been completed.¹	Originating/Receiving Department
Financial Records	Deposit Slips	Dispose of after 3 years, provided audit has been completed.¹	Business Office
Financial Records	Employee Expense Records May include but not limited to mileage reports; travel reimbursements; requests for other reimbursable expenses as defined by the College.	Dispose of after 7 years, provided audit has been completed.¹	Business Office
Financial Records	Financial Aid Transmittals – General Ledger Postings	Dispose of after 7 years, provided audit has been completed.¹	Business Office
Financial Records	Final Budget –As Approved by the Board of Governors	Transfer to the College Archives; retain permanently.²	Business Office/ Budget Projects Coordinator
Financial Records	General Ledgers Provides a record of fiscal transactions for all asset, liability, owners equity, revenue and expenditure accounts for the College. May include but not limited to transaction registers; posted transaction details; revenue and expense reports by program/fund/program cost.	Transfer to the College Archives; retain permanently.²	Business Office

<p>Financial Records</p>	<p>Grant Records May include but not limited to applications including project proposals and narratives; summaries; objectives; activities; budgets; exhibits and award notification; grant evaluation records and recommendations concerning grant applications; grant administration records including progress reports, budgets, project objectives, proposals and summaries; records documenting allocation of funds; contracts; records monitoring project plans and measuring achievement and performance; equipment inventories; financial reports; accounting records; audit reports; expenditure reports and related correspondence and documentation.</p>	<p>Final Grant Product or Report: Transfer to the College Archives; retain permanently.²</p> <p>Successful applications and related paperwork: Dispose of after 7 years or length of time required by grant, whichever is longer, provided audit has been completed.¹</p> <p>Unsuccessful applications: Dispose of after 3 years, provided audit has been completed.¹</p> <p>Fixed Asset Records: Dispose of 2 years after disposition of assets, provided audit has been completed.¹</p> <p>All Other Records: Dispose of 5 years after final or annual expenditure report is accepted, provided audit has been completed.¹</p>	<p>Grants Office</p>
<p>Financial Records</p>	<p>Invoice Registers</p>	<p>Dispose of after 7 years, provided audit has been completed.¹</p>	<p>Business Office/ Accounts Receivable</p>
<p>Financial Records</p>	<p>Journal Transfer Records</p>	<p>Dispose of after 7 years, provided audit has been completed.¹</p>	<p>Business Office</p>
<p>Financial Records</p>	<p>Petty Cash Fund Records May include but not limited to requests and authorizations to establish petty cash funds; ledgers; statements; requests for disbursements; copies of receipts and invoices.</p>	<p>Dispose of after 7 years, provided audit has been completed.¹</p>	<p>Business Office</p>
<p>Financial Records</p>	<p>Purchasing Records May include but not limited to telephone service orders; vendor files; purchase orders and requests; purchase authorizations; purchase requisitions; contract release orders; price agreements; material/cost specifications; copy center/printing orders and other related documentation or correspondence.</p>	<p>Vendor Files: Dispose of when superseded or obsolete.</p> <p>All Other Records: Dispose of after 7 years, provided audit has been completed.¹</p>	<p>Business Office/ Purchasing</p>

Financial Records	Receipt Register/Cash & Fee Books May include but not limited to validation receipts; cash register tapes; bank deposit slips; check stubs; departmental deposit vouchers; cash receipt slips; petty cash balance sheets; checks; check register; cash by account reports and monthly cash register reports.	Dispose of after 7 years, provided audit has been completed.¹	Business Office
Financial Records	Trial Balance Records Provides a list of all open accounts in the General Ledger and reflects the current financial position of the College. May include but not limited to Information includes but is not limited to debit; credit and balance amounts per fund and account.	Transfer to College Archives; retain permanently.²	Business Office
Financial Records	Vendor Reports May include but not limited to vendor listing; data used to select vendors and track voucher/purchase order status.	Dispose of after 7 years, provided audit has been completed.¹	Business Office
Financial Records	Voucher Registers	Dispose of after 7 years, provided audit has been completed.¹	Business Office
Food Services	Catering and Special Events Records May include but not limited to catering service orders; purchase and supply records; billing records; customer evaluations; summary reports and related documentation or correspondence.	Dispose of after 3 years, provided audit has been completed.¹	Food Services

<p>Information Management Records</p>	<p>Computer Services Disaster Recovery Plans May include but not limited to physical plant repair plan - which includes a description of the equipment needed and steps to be taken to repair the physical plant and its infrastructure such as electrical and air conditioning systems; equipment restoration including contacts with equipment suppliers and a list of replacement equipment to be purchased; data restoration including steps to be taken to reload data, recover data, reconnect networks, reestablish telephone connections and reconnect modems and data phones; related procedures and needs dealing with risk management; public relations and financial issues.</p>	<p>Dispose of when superseded or obsolete.</p>	<p>Management Information Systems</p>
<p>Information Management Records</p>	<p>Computer System Maintenance Records May include but not limited to computer equipment inventories; hardware performance reports; component maintenance records; system backup reports and procedures; backup tape inventories; migration plans and related documentation or correspondence.</p>	<p>Related to system or component repair or service: Dispose of 1 year after life of system or component.</p> <p>Related to regular or essential system backups: Dispose of 1 year after superseded or obsolete.</p> <p>Migration plans: Dispose of when complete or superseded.</p>	<p>Management Information Systems</p>

<p>Information Management Records</p>	<p>Computer System Program Documentation Records Usually broken down into six categories --</p> <ol style="list-style-type: none"> 1) operating systems 2) in house creation and modification of application programs 3) structure and form of datasets 4) use of commercial software packages 5) structure of system 6) system-to-system communication. <p>May include but not limited to system overviews; operation logs; job listings; operation instruction manuals; system development logs; system specifications and changes; conversion notes; dataset logs; dataset inventories; dataset record layouts; hard copies of tables; data dictionaries; data directories; documentation; program listings and commercial software manuals.</p>	<p>Dispose of 1 year after life of system.</p>	<p>Management Information Systems</p>
<p>Information Management Records</p>	<p>Computer System Security Records May include but not limited to employee access requests; passwords; access authorizations; system access logs and related documentation or correspondence.</p>	<p>System access logs: Dispose of after 3 years.</p> <p>All Other Records: Dispose of 3 years after obsolete or superseded.</p>	<p>Management Information Systems</p>
<p>Information Management Records</p>	<p>Computer System Wiring Records May include but not limited to blueprints or drawings of building computer system wiring including cables; computer equipment connections and related documentation or correspondence.</p>	<p>Dispose of when superseded or obsolete.</p>	<p>Management Information Systems</p>
<p>Information Management Records</p>	<p>Forms Development Records May include but not limited to sample forms; drafts; revisions; form logs/listings; proposals; authorizations and illustrations.</p>	<p>Dispose of when superseded or obsolete.</p>	<p>Creating Office or Department</p>

<p>Information Management Records</p>	<p>Information System Planning and Development Records May apply to computerized information systems, filing systems, or microfilm systems. May include but not limited to technology plans; feasibility studies and cost-benefit analyses; agency studies and surveys; system specifications and revisions; component proposals; technical literature; vendor literature; vendor proposals and related documentation or correspondence.</p>	<p>Implemented systems: Dispose of 1 year after life of system.</p> <p>Unimplemented systems: Dispose of after 5 years.</p>	<p>Management Information Systems or Creating Office or Department for non-computer information systems.</p>
<p>Information Management Records</p>	<p>Microfilm Quality Control Records Documents that microfilm produced by or for the College conforms to the specifications required by the State Records Administrator's Rule 403 NAC 7; Micrographics Standards. May include but not limited to microfilmed records lists; microfilm reel indexes; service bureau transmittals; film inspection reports; inspection reports; equipment and operator logs and related documentation or correspondence.</p>	<p>Microfilm, Security Copy: Transfer to the State Archives; retain permanently.</p> <p>Microfilm Work Copy: Transfer to the College Archives; retain permanently.</p>	<p>Creating Office or Department</p>
<p>Information Management Records</p>	<p>Public Records Disclosure Request Records May include but not limited to requests for disclosure; request logs; approvals; denials; copies of petitions to Attorney General for review of denials of disclosure; Attorney General Orders to grant or deny disclosure and related documentation or correspondence.</p>	<p>Approved requests: Dispose of after 5 years.</p> <p>Denied Requests: Dispose of after 5 years after last action.</p>	<p>President's Office or Office of Request</p>
<p>Information Management Records</p>	<p>Software License Agreements</p>	<p>Dispose of 5 years after expiration.</p>	<p>Information Technology Services or Creating Office/Department</p>
<p>Information Management Records</p>	<p>Software Management Records May include but not limited to software evaluations; software purchase records; software inventories and related documentation or correspondence.</p>	<p>Dispose of 1 year after software uninstalled or upgraded.</p>	<p>Information Technology Services or Creating Office/Department</p>

<p>Information Management Records</p>	<p>Telecommunications Systems Management Records May include but not limited to equipment records; Federal Communications Commission records; system planning records; telecommunications maintenance contracts; telecommunications service; installation or repair orders and other related documentation or correspondence.</p>	<p>Dispose of 1 year after life of system.</p>	<p>Telecommunications</p>
<p>Information Management Records</p>	<p>User Support Records May include but not limited to help desk assistance requests; resolution records and related documentation or correspondence.</p>	<p>Dispose 1 year after problem resolved.</p>	<p>Information Technology Services</p>
<p>Institutional Research Records</p>	<p>Institutional Research and Reporting Records Reports prepared for federal and state agencies. May include but not limited to topics such as adult education grants; Perkins professional technical grants; student right to know; graduation rates; enrollment; course data; staff data; financial data. May also include internal management information such as outcome/performance measures; public affairs information; general information regarding enrollment and demographics; ad hoc department requests; accreditation and other topics as needed. Reporting systems include Integrated Post Secondary Education Data System –IPEDS. Formats may be but are not limited to hard copy, electronic and microfilm draft and final reports; surveys and other related documentation or correspondence.</p>	<p>IPEDS and other official reports to the US Department of Education: Transfer to the College Archives; retain permanently. ²</p> <p>Preparation material: Dispose of after 1 year.</p>	<p>Institutional Research</p>

<p>Library and Media Records</p>	<p>Acquisitions Records May include but not limited to hard copy and/or electronic purchase request forms which list the title and other bibliographic information about the item requested; requestor's name; request tracking data; subject area; authorization signature and related documentation. Records may also include electronic bibliographic records which are downloaded from OCLC into the library catalog; notations of receipt of material and accession registers.</p>	<p>Dispose of after 3 years.</p>	<p>Library Services – CAP Unit</p>
<p>Library and Media Records</p>	<p>Borrower Registration Records May include but not limited to a computerized record identifying and qualifying patron for borrowing privileges.</p>	<p>Dispose of when patron no longer registered at the College as a student or 4-county patron and/or account is cleared of fines, whichever is longer.</p>	<p>Library Services</p>
<p>Library and Media Records</p>	<p>Circulation Records Maintained electronically, transaction resolution may delete the active on-line record. Hard copy records may include but not limited to statistical reports detailing transactions for management use and overdue notices. Information may include but is not limited to name and identification of the borrower, titles of materials borrowed, due date, overdue and fine payment notation; item status, i.e. missing, lost, paid or temporarily removed from collection for repair and other related information.</p>	<p>Statistical Reports: Dispose of after 10 years.</p> <p>All Other Records: Dispose of after transaction is completed.</p>	<p>Library Services</p>
<p>Library and Media Records</p>	<p>Interlibrary Loan Records May include but not limited to ILL request forms – paper and electronic; lender and borrower records generated from electronic sources such as OCLC; tracking logs; copies of citations and other related documentation or correspondence.</p>	<p>Dispose of after 3 years.</p>	<p>Library Services – CAP Unit</p>

<p>Library and Media Records</p>	<p>Library Catalog May include but not limited to books; serials; audiovisual; interactive materials, computer and AV equipment. Records are created and maintained electronically and maybe contained in modules for cataloging, serials, acquisitions, reserves or circulation. Holdings records may include but are not limited to title; author; subject entries; collection; call number; publication date; price or value; source and related bibliographic documentation.</p>	<p>Serials Holdings Records: Dispose of when subscription terminated or holdings withdrawn.</p> <p>All Other Materials: Dispose of when holdings deleted or withdrawn from the collection.</p>	<p>Library Services</p>
<p>Library and Media Records</p>	<p>Library Reports May include but not limited to data tally sheets; summary compilations; monthly; quarterly or annual statistical reports based on the data collected; records of additions and withdrawals from the collection; circulation records showing number of items checked out; category; number of holdings; time of checkout; length of checkout; student demographics; materials by subject; percentage of increase or decrease in activity; special activities and overdue data.</p>	<p>Annual statistical reports and compilations: Dispose of after 10 years.</p> <p>All Other Records: Dispose of after 5 years.</p>	<p>Library Services</p>
<p>Library and Media Records</p>	<p>Overdue Materials May include but not limited to overdue notices sent to patrons notifying them of overdue materials; overdue records maintained in an on-line patron database; billing and collection records maintained in campus libraries and administrative offices; overdue materials involving material from other libraries in cooperative arrangements with the College library and related documentation or correspondence.</p>	<p>Dispose of (must be shredded) after material returned, debts reconciled or marked as unable to collect.</p>	<p>Library Services – CAP Unit and Campus Libraries</p>

<p>Personnel Records</p>	<p>Affirmative Action Records May include but not limited to affirmative action plans and/or policies and their revisions or updates; reports; discrimination complaints; hearing and meeting records; reports and other related documentation or correspondence.</p>	<p>Affirmative Action plans: Transfer to the College Archives; retain permanently.²</p> <p>Discrimination Complaints; hearing and meeting records; reports and related documentation: Dispose of 3 years after final decision.</p> <p>All Other Records: Dispose of after 3 years.</p>	<p>Diversity & Equity Office</p>
<p>Personnel Records</p>	<p>Collective Bargaining Records May include but not limited to union contracts and amendments; tentative agreements; arbitrator's recommendations; negotiating work notes; management counter proposals; negotiation updates; newspaper clippings; press releases; research background material; employee classification printouts and related documentation or correspondence.</p>	<p>Contracts and Agreements: Transfer to the College Archives; retain permanently.²</p> <p>All Other Records: Dispose of 5 years after contract expiration.</p>	<p>Labor Relations</p>
<p>Personnel Records</p>	<p>Compensation Plan Records May include but not limited to compensation plans; salary surveys; pay tables; merit matrixes; pay range tables and other related documentation or correspondence.</p>	<p>Compensation Plans: Dispose of 5 years after superseded.</p> <p>All Other Records: Dispose of after 5 years.</p>	<p>Human Resources</p>
<p>Personnel Records</p>	<p>Employee Benefits Records May include but not limited to plan selection and application forms; enrollment records; contributions and deduction summaries; personal data records; authorizations; beneficiary information and related documentation or correspondence.</p>	<p>Dispose of (must be shredded) 5 years after termination of employment.</p>	<p>Human Resources</p>

<p>Personnel Records</p>	<p>Employee Personnel Records [Faculty and Staff] May include but not limited to application for employment; employment contract; performance evaluations; notices of promotion or demotion; commendations or reprimands; termination of employment; letters of resignation; home address/telephone number disclosures; emergency notification forms; disciplinary records; routine criminal history/background checks and related documentation or correspondence.</p>	<p>Dispose of (must be shredded) 10 years after termination of employment.</p>	<p>Human Resources</p>
<p>Personnel Records</p>	<p>Employee Time Records May include but not limited to time cards; absence & leave requests and related documentation or correspondence.</p>	<p>Leave Requests: Dispose of after 1 year. ¹</p> <p>All Other Records: Dispose of (must be shredded) after 3 years. ¹</p>	<p>Payroll</p>
<p>Personnel Records</p>	<p>Employment Eligibility Verification (I-9)</p>	<p>Dispose of (must be shredded) 3 years after date of hire OR 1 year after employee separation, whichever is longer.</p>	<p>Human Resources</p>
<p>Personnel Records</p>	<p>Equal Employment Opportunity Commission Compliance Records May include but not limited to EEO-4 reports; anti-discrimination committee meeting records and reports; workplace analyses; discrimination complaint policies/procedures memoranda and related documentation or correspondence.</p>	<p>Policies & Procedures: Dispose of 3 years after superseded.</p> <p>All Other Records: Dispose of after 4 years.</p>	<p>Diversity & Equity Office</p>
<p>Personnel Records</p>	<p>Equal Employment Opportunity Complaint Records May include but not limited to complaints; case files; reports; exhibits; withdrawal notices; copies of decisions; hearing and meeting records and related documentation or correspondence.</p>	<p>Dispose of 3 years after final decision.</p>	<p>Diversity & Equity Office</p>

<p>Personnel Records</p>	<p>Family Medical Leave Records Medical records must be kept physically separate from personnel records. May include but not limited to leave requests; payroll wage and hour related data; records related to the medical certifications or histories of employee or employee's dependents and related documentation or correspondence.</p>	<p>Dispose of after 5 years.</p>	<p>Payroll and/or Human Resources (Medical Records)</p>
<p>Personnel Records</p>	<p>Federal and State Tax Records May include but not limited to federal Miscellaneous Income Statement – 1099; Request for Taxpayer Identification Number and Certificate W-9; Employers Quarterly Federal Tax Return 941 and/or 941E; Tax Deposit Coupon 8109; Withholding Allowance Certificates W-4; Wage and Tax Statements W-2 and related federal and state completed forms). Withholding Allowance certificates and Social Security Records.</p>	<p>Withholding Allowance Certificates (W-4): Dispose of (must be shredded) 4 years after superseded OR 4 years after termination of employment, whichever is sooner.</p> <p>Social Security Records (including W-2 forms): Dispose of (must be shredded) 4 years after due date of taxes involved OR 4 years after date taxes are paid, whichever is later.</p> <p>All Other Records: Dispose of after 5 years.</p>	<p>Payroll</p>
<p>Personnel Records</p>	<p>Grievance Records May include but not limited to notice of grievances; informal discussion notes; formal hearing notes including audio tapes; final summary statements; appeals documentation and other related documentation or correspondence.</p>	<p>Dispose of 3 years after resolved.</p>	<p>College General Counsel</p>

<p>Personnel Records</p>	<p>Payroll/Payment Records May include but not limited to deduction registers; payroll register; pre-payroll register; payroll year-to-date register. Master payroll register may include but not limited to pay periods; name of employee; social security number; gross salary; garnishments; withholding and other deductions; pension payments and net salary.</p>	<p>Master Payroll List/Register: Transfer to the College Archives; retain permanently² OR microfilm and destroy originals pursuant to Local Agencies General Records, Schedule 24.</p> <p>Security Microfilm: Transfer to the State Archives; retain permanently.</p> <p>Microfilm Work Copy: Transfer to the College Archives; retain permanently.</p> <p>Garnishments: Dispose of 2 years after settlement of debts or termination of employment, whichever is sooner.</p> <p>All Other Records: Dispose of after 7 years.</p>	<p>Payroll</p>
<p>Personnel Records</p>	<p>Position Description and Reclassification Records May include but not limited to old and new position descriptions; classification specifications; desk audits; salary surveys; classification review reports and related documentation or correspondence.</p>	<p>Dispose of after 5 years.</p>	<p>Human Resources</p>
<p>Personnel Records</p>	<p>Recruitment and Selection Records May include but not limited to personnel action forms; job announcements; classification specifications; position advertisement records; applicant lists; certificates of eligibility; affirmative action statistical sheets; interview questions and notes; tests; applicant criminal history/background check records; recruitment summary records and other related documentation or correspondence.</p>	<p>Dispose of (must be shredded) 3 years after position filled or recruitment canceled.</p>	<p>Human Resources</p>

Personnel Records	Unemployment Compensation Claim Records May include but not limited to claims; notices; reports; records generated by claim determination appeals and related documentation or correspondence.	Dispose of (must be shredded) after 4 years.	Human Resources
Personnel Records	Unemployment Compensation Payment Records May include but not limited to claims; notices; reports; claim determination appeal records; unemployment reports documenting earnings on a quarterly basis and related documentation or correspondence.	Dispose of (must be shredded) after 4 years.	Payroll
Personnel Records	Wellness Program Records May include but not limited to program statements; health surveys; health and committee records; newsletters; workshop and seminar records; meeting minutes and related documentation or correspondence.	Dispose of when no longer of reference value, subject to review by the College Archives Manager before disposal. (See Also Local Agencies General Records, Schedule 24). All Other Records: Dispose of after 5 years.	Wellness Committee
Personnel Records	Worker's Compensation Reports	Dispose of (must be shredded) 4 years after date of report.	Payroll & Human Resources
Public Safety Records	Campus Safety Records May include but not limited to Campus Security Report and timely warnings; Drug and Alcohol Abuse Prevention Information; Drug-free Workplace Information.	Dispose of after 5 years.	Public Safety & Assistance
Public Safety Records	Occupational Injury & Illness Records May include but not limited to logs and summaries of recordable occupational injuries and illnesses; OSHA Form 200; supplementary forms and OSHA Form 101; serious injury reports; injury cost reports; annual occupational injury and illness summaries; surveys and related documentation or correspondence.	Dispose of (must be shredded) 5 years following year to which they relate.	Public Safety

<p>Public Safety Records</p>	<p>OSHA Employee Safety Training Records May include but not limited to sign off sheets indicating employees have received training; instruction sheets; copies of data sheets; class lists; bibliographies; handouts; training certification forms; informational materials about training programs in blood borne pathogens or hazardous materials; fork lift driver training and related documentation or correspondence.</p>	<p>Dispose of (must be shredded) after 5 years.</p>	<p>Public Safety</p>
<p>Public Safety Records</p>	<p>Parking Records May include but not limited to permits and applications; special permits; tickets issued and related documentation or correspondence.</p>	<p>Permits and applications: Dispose of (must be shredded) 2 years after separation/last date attended.</p> <p>All Other Records: Dispose of (must be shredded) after 2 years.</p>	<p>Public Safety</p>
<p>Public Safety Records</p>	<p>Risk Factor Reports May include but not limited to a report to the College's Board of Governors from the insurance company; and records of RFP in agent selection procedures and related documentation or correspondence.</p>	<p>Dispose of after 5 years.</p>	<p>Public Safety</p>
<p>Public Safety Records</p>	<p>Safety Committee Reports May include but not limited to agendas; meeting minutes; exhibits; reports and other related documentation or correspondence.</p>	<p>Minutes; agendas and reports: Dispose of when no longer of reference value, subject to review by the College Archives Manager before disposal. (See Also Local Agencies General Records, Schedule 24).</p> <p>All Other Records: Dispose of after 3 years.</p>	<p>Public Safety</p>
<p>Public Safety Records</p>	<p>Safety Compliance and Inspection Records May include but not limited to inspections reports on buildings, including inspections of fire alarm and security systems, elevators and boilers; complaints; citations; notices of penalties; correction orders; follow-up actions; extension notices; variance records and related documentation or correspondence.</p>	<p>Dispose of after 10 years.</p>	<p>Public Safety</p>

Public Safety Records	Safety Program Records May include but not limited to safety policies, plans and procedures; reports on inspections conducted by safety officer; evacuation rosters and reports and related documentation or correspondence.	Safety policies; plans and procedures: Dispose of 5 years after superseded. Inspection reports, evaluations and recommendations: Dispose of after 10 years. All Other Records: Dispose of after 5 years.	Public Safety
Public Safety Records	Security Records May include but not limited to security officer logs/notebooks; sign in sheets; incident reports; security activity reports and related documentation or correspondence.	Dispose of after 5 years, providing no legal action is currently pending OR 5 years after legal actions resolved.	Public Safety
Public Safety Records	Vehicle Accident Reports May include but not limited to state claim form; photographs; accident reports; repair estimates; memoranda and related documentation or correspondence.	Dispose of after 4 years.	Public Safety
Public Safety Records	Vehicle Pool Inspection Records May include but not limited to annual inspection records of College safety owned vehicles and related documentation or correspondence.	Dispose of after 1 year.	Public Safety
Publications and Promotional Records	Marketing Research Records May include but not limited to surveys; notes from focus groups; reports; studies and related documentation or correspondence.	Dispose of after 3 years.	Marketing and Public Relations
Publications and Promotional Records	Public Service Announcements	Dispose of after 5 years, subject to review by the College Archives Manager before disposal.	Marketing and Public Relations

<p>Records Management</p>	<p>Records Management and Archives Program Records May include but not limited to Access database/accession records; authorizations; reference and research records; statistical reports; records management procedures or handbooks; records retention schedules; inventory worksheets; schedule authorizations; procedure guidelines; agency storage inventory lists; transmittals; destruction lists; destruction requests and authorizations and correspondence.</p>	<p>Records Management procedures, handbooks or superseded retention schedules : Transfer to the College Archives; retain permanently. ²</p> <p>Records Disposition Reports: Transfer to the College Archives; retain permanently. ²</p> <p>Archives storage inventory database entries: Retain permanently.</p> <p>All Other Records: Dispose of after 5 years.</p>	<p>College Archives/ Records Management or Creating Department</p>
<p>Risk Management Records</p>	<p>Accident Reports May include but not limited to incident reports; occupational injury report and investigation records and related documentation or correspondence.</p>	<p>If incident results in a claim, retain with appropriate claim file.</p> <p>If no claim results: Dispose of after 10 years.</p>	<p>Public Safety</p>
<p>Risk Management Records</p>	<p>Emergency Response Plans and Procedures May include but not limited to disaster preparedness and business resumption plans; procedures to follow in response to specific situations and related documentation or correspondence.</p>	<p>Dispose of when superseded.</p>	<p>Public Safety</p>
<p>Risk Management Records</p>	<p>Environmental Health and Safety Plans and Procedures Procedures to follow in case of flood; tornado; hazardous materials release or other disaster. May include but not limited to rules; plans; forms; procedures which relate to regulatory compliance according to OSHA standards such as blood borne pathogens or fork lift truck driver training.</p>	<p>Adopted Plans: Dispose of after 20 years or superseded.</p> <p>Other Records if Federal Funding Received: Dispose of 3 years after annual or final expenditure report submitted, provided audit has been completed.¹</p> <p>Other Records if No Federal Funding Received: Dispose of after 2 years.</p>	<p>Public Safety</p>
<p>Risk Management Records</p>	<p>Hold Harmless/Liability Waivers May include but not limited to documents releasing College from liability related to activities involving students or faculty/staff and related documentation or correspondence.</p>	<p>Dispose of 6 years after expiration.</p>	<p>Public Safety</p>

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Risk Management Records	Insurance Fund Claim Reports May include but not limited to Auto/Liability/Property Claim Reports; estimates of repairs; accident reports; police reports and related documentation or correspondence.	Transfer to the College Archives; retain permanently.²	Business Office
Risk Management Records	Insurance Policies	Dispose of 10 years after lapse of policy or all claims settled, whichever is later; destroy.	Business Office
Risk Management Records	Key Issuance Records May include but not limited to key issue approval forms; return forms; key inventories; paid receipts; refund forms; key logs and related documentation or correspondence.	Dispose of when key returned.	Facilities Management
Student Records – Academic	Academic Progress Report Shows the student's academic history (classes taken, grades, etc).	Original Record: Scan to CD. Transfer original to the College Archives; retain permanently.² CD SECURITY COPY: Transfer to the College Archives; dispose of after 15 years. CD WORK COPY: Dispose of after 15 years.	Central Records
Student Records – Academic	Advanced Standing Petition With appropriate signatures and documentation, a student may obtain credit through some other method besides taking a formal class from Metro.	Original Record: Scan to CD. Transfer original to the College Archives; retain permanently.² CD SECURITY COPY: Transfer to the College Archives; dispose of after 15 years. CD WORK COPY: Dispose of after 15 years.	Central Records

<p>Student Records – Academic</p>	<p>Agency Sponsored Program Records Agencies might include but not limited to Adult and Family Services (AFS) Division; Opportunities; Jobs and Careers (OJC); Upward Bound; Job Opportunities and Basic Skills (JOBS); Vocational Rehabilitation Division (VRD); Veterans' Administration (VA); Jobs Training and Preparation Act (JTPA); Social Security and local agencies. May include but not limited to participant case files; specific applications for service; employment development plans; fee expenditure documents; progress files and related documentation or correspondence.</p>	<p>Dispose of after 5 years.</p>	<p>Creating Office or Department</p>
<p>Student Records – Academic</p>	<p>Assessment Placement and Testing Records Types of testing may include but not limited to entrance; placement or skills tests such as the General Education Development test; aptitude test; vocational aptitude or interest surveys; personality inventories; career self-exploration research tests and surveys; placement tests for math; reading and writing skills or hearing and vision tests. May include but not limited to rosters of test takers; testing rules and regulations; test administration records; examiner's manuals; exams and tests; test order and payment records; placement and test results and summary reports..</p>	<p>Dispose of (must be shredded) after 5 years.</p>	<p>Testing Center and/or Student Services</p>
<p>Student Records – Academic</p>	<p>Audit Petition Students may enroll in a class and attend without obtaining a grade; such students are not required to complete all course objectives</p>	<p>Original Record: Scan to CD. Transfer original record to the College Archives; retain permanently². CD SECURITY COPY: Transfer to the College Archives; dispose of after 15 years. CD WORK COPY: Dispose of after 15 years.</p>	<p>Central Records</p>

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<p>Student Records – Academic</p>	<p>Career Network Services May include but not limited to job history records; list of employers and job listings; job postings; correspondence with employers and related documentation or correspondence.</p>	<p>Dispose of after 1 year.</p>	<p>Career Network Center</p>
<p>Student Records – Academic</p>	<p>Cooperative Work Experience Records May include but not limited to training agreements and learning objectives contracts between the college, student and employer; work habit evaluation reports; registration records which are entered into the student's academic record and related documentation or correspondence.</p>	<p>Contracts and agreements: Dispose of 6 years after expiration.</p> <p>All Other Records: Dispose of after 10 years.</p>	<p>Career Network Center</p>
<p>Student Records – Academic</p>	<p>Course Proficiency Petition if a student feels he/she has mastered the competencies required for a particular class, a proficiency exam may be taken to “test out” of that class.</p>	<p>Original Record: Scan to CD. Transfer original record to the College Archives; retain permanently.²</p> <p>CD SECURITY COPY: Transfer to the College Archives; dispose of after 15 years.</p> <p>CD WORK COPY: Dispose of after 15 years.</p>	<p>Central Records</p>
<p>Student Records – Academic</p>	<p>Grade Records May include but not limited to grade change forms; scan sheets; grade histories distributed to students at the end of the term which indicate course title, course number, grade awarded and grade point average.</p>	<p>Original Record: Scan to CD. Transfer original to the College Archives; retain permanently.²</p> <p>CD SECURITY COPY: Transfer to the College Archives; dispose of after 15 years.</p> <p>CD WORK COPY: Dispose of after 15 years.</p>	<p>Central Records</p>
<p>Student Records – Academic</p>	<p>Graduation Evaluation Records May include but not limited to applications for graduation; degree audits or evaluations by program; departmental notes and working papers and related documentation or correspondence.</p>	<p>Original Record: Scan to CD. Transfer original to the College Archives; retain permanently.²</p> <p>CD SECURITY COPY: Transfer to the College Archives; dispose of after 15 years.</p> <p>CD WORK COPY: Dispose of after 15 years.</p>	<p>Central Records</p>

<p>Student Records – Academic</p>	<p>High School Transcript</p>	<p>Original Record: Scan to CD. Transfer original to the College Archives; retain permanently.²</p> <p>CD SECURITY COPY: Transfer to the College Archives; dispose of after 15 years.</p> <p>CD WORK COPY: Dispose of after 15 years.</p>	<p>Central Records</p>
<p>Student Records – Academic</p>	<p>Inbound College Transcript and Metro Course Equivalency Records</p>	<p>Original Record: Scan to CD. Transfer original to the College Archives; retain permanently.²</p> <p>CD SECURITY COPY: Transfer to the College Archives; dispose of after 15 years.</p> <p>CD WORK COPY: Dispose of after 15 years.</p>	<p>Central Records</p>
<p>Student Records – Academic</p>	<p>Incomplete/Deferred Credit Form</p>	<p>Original Record: Scan to CD. Transfer original to the College Archives; retain permanently.²</p> <p>CD SECURITY COPY: Transfer to the College Archives; dispose of after 15 years.</p> <p>CD WORK COPY: Dispose of after 15 years.</p>	<p>Central Records</p>
<p>Student Records – Academic</p>	<p>Instructor Withdrawal (IW) Rosters & individual form Instructor withdrawal actions are posted by faculty during a prescribed time frame – instructors may withdraw a student who does not attend the minimum class meetings, etc., as defined by the College.</p>	<p>Original Record: Scan to CD. Transfer original to the College Archives; retain permanently.²</p> <p>CD SECURITY COPY: Transfer to the College Archives; dispose of after 15 years.</p> <p>CD WORK COPY: Dispose of after 15 years.</p>	<p>Central Records</p>
<p>Student Records – Academic</p>	<p>Nursing (NUR) Evaluation / Information Packets</p>	<p>Dispose of (must be shredded) after 3 years.</p>	<p>Central Records</p>

<p>Student Records – Academic</p>	<p>Occupation Skills Training Records Documents student participation in and college administration of programs designed to provide occupational skills training for persons recruited from governmental programs such as vocational rehabilitation, workers compensation, or veterans programs. May include but not limited to student attendance and job performance reports; progress in learning objectives report; counseling case files and notes and related correspondence or documentation.</p>	<p>Dispose of after 1 year.</p>	<p>Student Services</p>
<p>Student Records – Academic</p>	<p>Omaha Technical Community College (OTCC) Records</p>	<p>Original Record: Scan to CD. Transfer original to the College Archives; retain permanently². CD SECURITY COPY: Transfer to the College Archives; dispose of after 15 years. CD WORK COPY: Dispose of after 15 years.</p>	<p>Central Records</p>
<p>Student Records – Academic</p>	<p>Outbound college transcript request May include but not limited to paper or electronic forms.</p>	<p>Dispose of (must be shredded) after 1 year.</p>	<p>Central Records</p>
<p>Student Records – Academic</p>	<p>Petition for Substitution Form</p>	<p>Original Record: Scan to CD. Transfer original to the College Archives; retain permanently.² CD SECURITY COPY: Transfer to the College Archives; dispose of after 15 years. CD WORK COPY: Dispose of after 15 years.</p>	<p>Central Records</p>
<p>Student Records – Academic</p>	<p>Reinstatement Forms</p>	<p>Original Record: Scan to CD. Transfer original to the College Archives; retain permanently.² CD SECURITY COPY: Transfer to the College Archives; dispose of after 15 years. CD WORK COPY: Dispose of after 15 years.</p>	<p>Central Records</p>

<p>Student Records – Academic</p>	<p>Services to Students with Disabilities (Special Needs) Program May include but not limited to health professional evaluation reports; recommendations for student applicants; high school transcripts and academic worksheets; autobiographical essays; special admissions applications checklists; physician's statements and letters of recommendation; counseling interview notes; counseling referrals; records of services provided; diagnostic test result and related documentation or correspondence. <i>Some records may be exempt from disclosure because of the Americans with Disabilities Act.</i></p>	<p>Dispose of 1 year after last date attended.</p>	<p>Special Needs</p>
<p>Student Records – Academic</p>	<p>Student Advising and Counseling May include but not limited to personality and interest tests; advisor or counselor notes; records of test scores from outside agencies and related documentation or correspondence.</p>	<p>Dispose of (must be shredded) after 5 years.</p>	<p>Student Services</p>
<p>Student Records – Academic</p>	<p>Student Grievance Records May include but not limited to notices of grievance; written description of the complaint; informal discussion notes; formal hearings notes including audio tapes; summary of interviews; final summary statements; resolution of grievance; appeals documentation and related documentation or correspondence).</p>	<p>Dispose of 5 years after resolution.</p>	<p>Student Services</p>
<p>Student Records – Academic</p>	<p>Student Handbooks May contain information or policies on fields of study; faculty; academic requirements; grading and evaluation process.</p>	<p>Transfer to the College Archives; retain permanently. ²</p>	<p>Student Services</p>

Student Records – Academic	Student Recruitment Records May include but not limited to prospect lists; interview and conversation notes; photographs; personal information forms and resumes; copies of test scores and copies of academic transcripts and related documentation or correspondence.	Dispose of (must be shredded) after 1 year.	Student Services
Student Records – Academic	Student Rights and Responsibilities Documents Documents the contract between the student and institution concerning student rights and responsibilities, rules of student conduct, freedoms and due process. May include but not limited to statements of code of behavior; student rights; conflict resolution; student discipline and the appeal process. The statements are published in the student handbook and catalog.	Dispose of 6 years after superseded.	Student Services
Student Records – Academic	Subpoena memos/letters	Retain for life of documents requested.	Central Records
Student Records – Academic	Transcript Evaluation Template Sent to a student with a cover letter to notify him/her of transfer credits that were accepted from another institution toward the chosen program of study	Original Record: Scan to CD. Transfer original to the College Archives; retain permanently. ² CD SECURITY COPY: Transfer to the College Archives; dispose of after 15 years. CD WORK COPY: Dispose of after 15 years.	Central Records
Student Records – Academic	Tutoring Records May include but not limited to registration records; tutor training records; tutor time sheets – student hourly, work study, or staff; tutor class records and related documentation or correspondence.	Dispose of (must be shredded) after 1 year.	Tutoring Services
Student Records – Academic	Verification Request A release of information that gives Metro written permission to share requested information to be shared with a third party; this document has many formats depending upon the requestor (FERPA compliance)	Dispose of 1 term after date of request.	Central Records

NOTES

- 1** These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete. For records retention purposes only, the issuance of an audit waiver (or an Unaudited Financial Statement for villages) by the Auditor of Public Accounts shall take the place of an actual audit.
- 2** Records to be transferred to the College or State Archives must be on paper or microfilm.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet