

CAROLINAS COLLEGE OF HEALTH SCIENCES

POLICY AND PROCEDURE

ACADEMIC

SUBJECT: RECORDS: PRIVACY, RETENTION AND STORAGE

REVIEWERS: Dean of Student Affairs and Enrollment Management*
Provost

POLICY

Carolinas College of Health Sciences (Carolinas College) provides assurance of privacy, protection, and accessibility of all college records. College records are retained to document the business operations of the college; to protect the legal interests of the college, students, and teammates; to comply with applicable laws and regulations; and to preserve college history. The storage and retention of student records, including those enrolled in distance education programs, comply with the Family Educational Rights and Privacy Act (FERPA) and with various regulatory and agency guidelines for the retention and protection of student records. In addition, the college will provide privacy, protection, and accessibility of financial, personnel files and college historical documents and publications. All college records (as defined in the record retention schedule in Appendix A), regardless of physical or digital format and characteristics, are covered by this policy.

PROCEDURE

A. Records Retention, Storage, and Disposition:

1. Generally, records include documentary materials, regardless of format, produced or received in the course of college business.
2. The record retention schedule in Appendix A provides detailed information regarding specific content of the most common types of records and the length of the time and location each is retained. Professional organization and accrediting body standards help guide the selection of retention length for college records.
3. College teammates are required to check the record retention schedule before disposing of college records.
4. If a particular document does not appear to be covered by the schedule, teammates should consult with a member of the college leadership team before disposing of a record.
5. Only one copy of a document, regardless of format, should be retained by the teammate or department responsible for that record (referred to as the custodian of records).
6. Files containing confidential or personal information are kept in locked areas with limited access. Further protective measures (e.g., fire-proof storage) are noted in the record retention schedule in Appendix A.
7. For purposes of efficiency and management of physical and digital storage resources, unnecessary college records, regardless of format, will be disposed of appropriately and in a timely manner.
8. Teammates or departments identified as the record custodian(s) are responsible for the safe and secure access, maintenance, storage, and disposition of their records.
9. Paper files that have met or exceeded retention requirements are discarded and, if they contain FERPA-protected or other confidential, private, or sensitive information, are shredded.
10. Computer data are disposed of by rewriting over the data.
11. Faculty or staff leaving the college, or changing positions within it, must leave all college records for the use of staff and successors within the relevant program or department.
12. If a lawsuit is filed or is reasonably anticipated, document disposition will be suspended immediately and all potentially relevant records and documents, whether listed on the records retention schedule or not, must be preserved and maintained. Documents that are subject to a "litigation hold" shall be preserved and retained until such time as the college

general counsel specifically authorizes the documents to be disposed.

13. In compliance with Federal Rules of Civil Procedure electronic discovery provisions, if sued, the college will maintain copies of all electronic records (i.e., emails, voice-mail messages, tapes, and web-site information including log files, metadata, cookies and any other electronically recorded information found on hard drives, servers, PDAs, cell phones, digital cameras, printers and fax machines) per Atrium Health guidelines and capabilities.
14. Information security in support of the Gramm-Leach-Bliley Act is maintained through risk assessment and planning, and by ensuring confidentiality and integrity of student information. The student's financial records and academic records are maintained separately until the student leaves the college.
15. For electronic records, the college's networks are managed by Atrium Health's Information and Analytic Services department.
16. The college leadership team will review/update the record retention schedule annually.

B. Right to access records

Academic Files (including both academic and student affairs documents)

1. Members of the leadership team and faculty may access academic files without express permission. Signatures are required for all files removed from storage.
2. Academic and student affairs staff assistants assist in the retention and storage of academic files. Other staff may access academic files on a need-to-know basis. Teammates desiring access will need approval from the Director of Student Records and Information Management to access the information on a need-to-know basis. Questions regarding the appropriateness of the request will be resolved by the Dean of Student Affairs and Enrollment Management or by the President based on a determination of legitimate educational interest.
3. In compliance with the Gramm-Leach-Bliley Act, access to protected data is limited to appropriate college personnel as determined by the Director of Financial Aid and the Dean of Student Affairs and Enrollment Management.
4. Active students have the right to review information contained in their academic or financial aid files. Contents of the academic file belong to the College and originals will not be removed. To exercise the right of review, the student must provide a written request at least one full business day prior to the requested review, and a college representative must be present during the review. Documents may be photocopied only when note taking is impractical and after approval by the person who maintains those records. If parents' financial information is maintained, the parent(s) may request that the information not be available for student review. Letters of recommendation and other documents for which the student has waived the right of review are closed to student inspection.
5. Directory information including name, address, telephone number, e-mail address, date of birth, photograph, dates of attendance, degrees, honors and awards received, and participation in college activities may be disclosed without the expressed consent of the student.
6. Students who are 18 years of age and over are generally considered independent adults, and parents and other outside parties may have access to directory information only. Identified exceptions are listed below. In all other cases, the student must provide a written request for the release of non-directory information. A new request must be submitted each time a release of information is authorized. A faxed request is acceptable. Exceptions include:
 - a. Regulatory, accreditation, and federal agency representatives will be granted access to student and college files as needed.
 - b. Disclosures to parents are permitted in three situations:
 - Disclosure of a student's personally identifiable information to parents is permitted

absent a student's written consent in the event of a health or safety emergency. The College may disclose education records in an emergency if the college determines that there is an articulable and significant threat to the health or safety of the student or other individuals.

- Disclosure of a student's personally identifiable information is permitted to parents of the student if the student is a dependent pursuant to Section 152 of the Internal Revenue Code of 1986 and notice is given to the student that a parent has requested such information.
 - Disclosure of a student's personally identifiable information to parents is permitted without the student's written consent if the student is under 18 and has violated a law or college rule or policy governing alcohol or controlled substance consumption or possession.
- c. Court or judicial bodies may subpoena student records. The college will attempt to notify the student of its compliance with the subpoena.

Student appeals files

Current and former students have the right to review information contained in student appeal files. Contents of the file belong to the college and originals will not be removed. To exercise the right of review, the student must provide a written request at least 3-5 business days prior to the requested review, and a college representative must be present during the review. Documents may be photocopied only when note taking is impractical and after approval by the person who maintains those records. Access by others is by express permission of the President for legitimate educational reasons.

Personnel files

A teammate may review his/her personnel file upon 24-hour notice. Contents of departmental files maintained by managers may be available for review at the manager's discretion.

C. Correction of Records

A student has the right to dispute the contents of a file and may do so in writing to the Dean of Student Affairs and Enrollment Management. This right does not extend to recorded grades unless a recording error is alleged. Final decisions regarding purging or correcting disputed contents will be made by the dean of student affairs. Teammates also have the right to dispute the contents of a file and may do so in writing to the President.

D. Protection of Privacy

1. Students will be notified of privacy rights annually by publication in the College Catalog/Student Handbook.
2. All personnel with access to student files must verify their understanding of FERPA via a signed statement to that effect. Annual training assures timely awareness of changes in FERPA.
3. The College will not release information other than that identified as directory information without written student consent. Further, the college will not disclose directory information that is linked to non-directory information, such as information on a student's financial aid status. For instance, if the college receives a request for information about a student's financial aid status, or if the request is for directory information but only for students who have received student financial aid, the college is restricted, under FERPA, from releasing that information without first securing the student's or former student's written consent. The college is not required to actively seek such consent, and thus may deny the original request, since to comply with it (without student permission) would disclose students' financial aid status.

4. Students may request nondisclosure of directory information by completing a form available from the Director of Student Records and Information Management. Requests for nondisclosure are valid for one year.
5. Courses that integrate the use of the college's learning management system create an electronic record of student activity that is subject to FERPA privacy rights. The identity verification process for online courses protects student privacy through the use of a secure log-in and student-selected passwords to access the learning management system. Course records for online courses are protected with the same privacy as all other courses.
6. Students who believe their rights to privacy, as protected by FERPA, have been violated, should notify the Dean of Student Affairs and Enrollment Management within 30 days of the occurrence or of their awareness of the occurrence. Students may file a complaint with the U.S. Department of Education's Family Policy Compliance Office.
7. The College has the responsibility to notify students if it becomes aware of a FERPA violation that is not readily apparent to the students.
8. The following corrective actions shall be implemented when a potential FERPA violation has occurred:
 - a. The Dean of Student Affairs and Enrollment Management will consult with the manager of the teammate who is believed to have committed a FERPA violation to determine whether a violation occurred and what actions should occur.
 - b. Two different levels of FERPA violations may occur:
 - Level I Violation – Accidental or inadvertent. This is an unintentional violation of privacy or security that may be caused by carelessness, lack of knowledge, lack of training, or other human error. The teammate will receive verbal counseling/education by the manager and/or Dean of Student Affairs and Enrollment Management, which will be documented on a teammate action plan form.
 - Level II Violation – Deliberate or purposeful violation or a repeated level I violation. Depending upon the severity of the violation, the teammate will receive written counseling up to recommendation for employment termination.
 - c. The student will be notified of the decision that a FERPA violation occurred, and any additional corrective actions needed for the student will be identified by the manager and Dean of Student Affairs and Enrollment Management.
 - d. The manager will notify the involved teammate of the determination of the FERPA violation and any resulting corrective actions.
 - e. Documentation related to FERPA violations will be included in the personnel file of the involved teammate.

E. The Records - Privacy, Retention, and Storage policy and procedure will be reviewed bi-annually.

REFERENCES

Related Policies to Consult

Carolinas College:

ADMINISTRATIVE:

Computerized Data Backup and Recovery

Atrium Health:

HR 5.06 - Personnel Records

Related Form(s)

Teammate credentials form

Teammate action plan

Request for access to student information
Family Education Rights and Privacy Act Agreement

Related 2024 SACSCOC Standard(s)

- 10.3 Archived information
- 10.6 Distance and correspondence education
- 12.5 Student records

Additional policy references:

Department of Education's FERPA regulations at 34 C.F.R. §99.30, §99.31 (exceptions), at <http://www.ed.gov/policy/gen/guid/fpco/index.html>.

APPENDIX A

Core institutional database records (i.e., Sonis) are retained permanent; the retention period below applies to other documentary records.

COLLEGE ADMINISTRATION

| Official Record | Minimum Length of Time to Retain Record(s) | Record Storage Location | Custodian of Record(s) | Notes |
|--|---|---|---|--|
| College Bylaws | Permanent until update | Network drive | Administrative assistant to President | Previous versions retained in archive for 5 years |
| Board of Director meeting proceedings | 10 years | Network drive | Administrative assistant to President | |
| Complaints and Appeals: <ul style="list-style-type: none"> documents relevant to the report of complaint or request for appeal the President's or college leader's response to complaint or request for appeal documents relevant to any corrective actions taken as a result of complaint appeal committee records transcripts and recordings of proceedings the findings of an appeal committee. | 8 years | Network drive (electronic files); Office of administrative assistant to President (paper files) | Administrative assistant to President | |
| Committee/teammate meeting minutes and agendas | 10 years | Network drive | Administrative assistant to President | |
| Recordings of teammate and committee meetings | 8 Years | Network Drive | Administrative Assistant to the President | |
| Policies and procedures | Permanent until updated | Network drive | Administrative assistant to President | Previous versions retained in archive for 5 years |
| Personnel files (current teammates): | During active employment | Office of administrative | Administrative assistant to President | If teammate "shared" with other Atrium Health business unit, copies of transcript are adequate |

| Official Record | Minimum Length of Time to Retain Record(s) | Record Storage Location | Custodian of Record(s) | Notes |
|--|--|---|--|--|
| <ul style="list-style-type: none"> official transcripts for all post-secondary education (degree-granting only) copy of current licenses/certification (relative or required for role) teammate credential form (updated annually) signed copies of teaching agreement letters for faculty and program chairs. | | assistant to President | | if originals are available within 48 hours of request. Department managers may also maintain a file containing attendance and counseling records, annual goals, and notes or letters related to performance. Upon termination, records sent to Atrium Health Human Resources Operations office within 30 days. |
| Personnel files: Former teammates <ul style="list-style-type: none"> official transcripts for all post-secondary education teammate credential form final termination documentation (as necessary-most will be electronic in Core Connect) | 10 years | Office of administrative assistant to President | Administrative assistant to President | |
| Completed teammate evaluation forms <ul style="list-style-type: none"> annual performance appraisal formal developmental plans performance counseling | At least five years (Retained in alignment with Atrium Health HR guidelines) | Online human resources database | Atrium Health; Leaders | |
| | | | | |
| Contracts and agreements | 5 years | Network drive | Administrative assistant to President | |
| Organizational charts | 5 years | Network drive | Administrative assistant to President | Previous versions retained in archive |
| Job summaries | Permanent until updated | Network drive | Administrative assistant to President | Previous versions retained in archive for 5 years |
| SACSCOC: Commission Board action letters | Permanent | Network drive | Administrative assistant to President; SACSCOC Accreditation liaison | |
| SACSCOC: Substantive change proposals | Last full accreditation cycle | Network drive | SACSCOC Accreditation liaison | |

| Official Record | Minimum Length of Time to Retain Record(s) | Record Storage Location | Custodian of Record(s) | Notes |
|--|---|---|--|--------------|
| SACSCOC: Substantive change decisions | Permanent | Network drive | Administrative assistant to President; SACSCOC Accreditation liaison | |
| SACSCOC Review documents: <ul style="list-style-type: none"> • Institutional review ("self-study") • Evaluation committee reports • Evaluation committee recommendations • Institutional responses | Last full accreditation cycle | Network drive | SACSCOC Accreditation liaison | |
| SACSCOC: Correspondence between Commission staff and college | Last full accreditation cycle or as otherwise determined by responsible party | Network drive | SACSCOC Accreditation liaison | |
| Decision and Change log | 10 years | Network drive | SACSCOC Accreditation liaison | |
| Recommended Change forms: Approved recommendations with supporting documentation | 10 years | Network drive | Committee chairs; College leaders | |
| Alumni directory information | Permanent | Student information system | Director, Student Records and Information Management | |
| College magazine | 5 years | Network drive (electronic files); Office of administrative assistant to President (paper files) | Director, Development and Alumni Relations | |
| Grant materials | 3 years after conclusion of grant period | Network drive | Director, Development and Alumni Relations | |
| Donor fund solicitations | 5 years | Network drive | Director, Development and Alumni Relations | |

| Official Record | Minimum Length of Time to Retain Record(s) | Record Storage Location | Custodian of Record(s) | Notes |
|---|--|-------------------------|--|-------|
| Phoneathon materials | 5 years | Network drive | Director, Development and Alumni Relations | |
| Donor letters of intent/gift agreements | Permanent | Network drive | Director, Development and Alumni Relations | |

ACADEMIC AFFAIRS

| Official Record | Minimum Length of Time to Retain Record(s) | Record Storage Location | Custodian of Record(s) | Notes |
|--|---|---|--|--|
| Programmatic accreditation/approval action letters | Permanent | Network drive | Program chair | |
| Programmatic accreditation/approval substantive change proposals and decisions | Permanent | Network drive | Program chair | |
| Programmatic accreditation/approval Review documents: <ul style="list-style-type: none"> • Institutional review ("self-study") • Evaluation committee reports • Evaluation committee recommendations • Institutional responses | Last full accreditation cycle | Network drive | Program chair | |
| Programmatic accreditation/approval: Correspondence between organization staff and program | Last full accreditation cycle or as otherwise determined by responsible party | Network drive | Program chair | |
| Academic Program Reviews | 10 years | Network drive | Provost | |
| Medicare report data | 10 years | Network drive | Academic affairs staff assistants; Program chair | |
| Student HIPAA violation: Documentation of breach of patient health information | Permanent | Network drive | College HIPAA privacy officer | Final determination if a breach occurred is determined by Corporate Privacy along with Information and Analytic Services |
| Student HIPAA violation documentation: Documentation of other violations | 6 years | Network drive | College HIPAA privacy officer | |
| Graded student assignments used for programmatic outcome assessment | 5 years | Network drive; Academic affairs filing cabinets | Academic affairs staff assistants; Program chair | May be retained within online course backups |

| Official Record | Minimum Length of Time to Retain Record(s) | Record Storage Location | Custodian of Record(s) | Notes |
|--|---|--|--|--|
| Graded student assignments not used for outcome assessment; not returned to students | 3 years | Network drive; Academic affairs filing cabinets | Academic affairs staff assistants; Program chair | May be retained within online course backups |
| Graded student assignments completed within an online course | 5 years | Network drive | Director, Teaching, Learning, and Technology | Course backups conducted at the conclusion of each semester |
| Student action plans | 5 years | Network drive; Academic affairs filing cabinets | Academic affairs staff assistants; Program chair | |
| Clinical evaluation documentation | 5 years | Network drive; Academic affairs filing cabinets | Academic affairs staff assistants; Program chair | |
| Grade books | 5 years | Network drive | Academic affairs staff assistants; Program chair | |
| Program and course syllabi/calendars | Permanent | Network drive | Academic affairs staff assistants; Program chair | |
| Program/Course tracking reports | 5 years | Network drive | Academic affairs staff assistants; Program chair | |
| Program student files | Throughout enrollment; 1 year from dismissal/withdrawal | Network drive; Academic affairs filing cabinets | Academic affairs staff assistants; Program chair | |
| Program dismissal documentation | 8 years | Network drive; Academic affairs filing cabinets | Academic affairs staff assistants; Program chair | |
| Program/faculty/advisory committee meeting minutes | Last full accreditation cycle | Network drive | Academic affairs staff assistants; Program chair | |
| Continuing education course and workshop completion documents | 3 years | Network drive; Academic affairs filing cabinets | Academic affairs staff assistants; Program chair | Nurse Aide file contents defined by NC Division of Health Service Regulation requirements (p. 7) |

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|---|--------|---|---------------------------------------|--|
| Consent to participate in invasive procedures forms | 1 year | Network drive; Academic affairs filing cabinets | Academic affairs staff assistants; | |
|---|--------|---|---------------------------------------|--|

| Official Record | Minimum Length of Time to Retain Record(s) | Record Storage Location | Custodian of Record(s) | Notes |
|---|--|--|--|---|
| | | | Phlebotomy education coordinator | |
| Survey and Evaluation data: Raw data | 3 years | Network drive | Institutional research coordinator | Including but not limited to: course, classroom, clinical instructor, preceptor, clinical site, end of program evaluations. |
| Survey and Evaluation data: Summary data and reports | 10 years | Network drive | Institutional research coordinator | Including but not limited to: course, classroom, clinical instructor, preceptor, clinical site, end of program evaluations. |
| Integrated Postsecondary Education Data System (IPEDS) reports | 3 years | Network drive | Institutional research coordinator | |
| Peer review forms | 3 years | Network drive | Program chair | |
| Strategic Plan for Institutional Effectiveness | 10 years | Network drive | Institutional research coordinator | |
| Strategic Plan for Institutional Effectiveness: Reports | 10 years | Network drive; Online assessment system | Institutional research coordinator | |
| Annual reports | 10 years | Network drive | Institutional research coordinator | |
| Factbooks | 10 years | Network drive | Institutional research coordinator | |
| External data reports (e.g., IPEDS, CCSSE) | 10 years | Network drive | Institutional research coordinator | |
| Library access data | 5 years | Network drive | Chair, Teaching and Learning Committee | |
| Library acquisition and deletion documentation | 5 years | Network drive | Chair, Teaching and Learning Committee | |
| Information Systems Backup Files | 90 days | IAS disaster recovery room | Atrium Health IAS | Backup conducted by Information and Analytic Services |
| Help Desk Logs | 3 years | Network drive | Director, Teaching, Learning, and Technology | |

| Official Record | Minimum Length of Time to Retain Record(s) | Record Storage Location | Custodian of Record(s) | Notes |
|----------------------------------|--|-------------------------|--|-------|
| Training and Development records | 3 years | Network drive | Director, Teaching, Learning, and Technology | |

STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

| Official Record | Minimum Length of Time to Retain Record(s) | Record Storage Location | Custodian of Record(s) | Notes |
|--|--|--|--|---|
| Academic Records: Active and Inactive Students <ul style="list-style-type: none"> • Admission Application • Acceptance Letter and Confirmation Form • Transcripts from all institutions attended • Test scores received for admission • Pre-enrollment requirements (i.e., CPR, nurse aide registry) • Transfer Credit Evaluation • Exceptional Correspondence/Anecdotal Notes • Name Change Documents • FERPA forms/Nondisclosure forms • Withdrawal forms • Dismissal forms • Application for Graduation • Graduation/Degree Audit | 7 years from LDA | College vault (UL rated fire door) | Director of Student Records and Information Management | Files locked every evening and accessible only through Director of Student Records and Information Management's office. |
| Carolinas College transcripts | Permanent | Student information system (digital); College vault (UL rated fire door) (paper) | Director of Student Records and Information Management | Files locked every evening and accessible only through director of student records and information management's office. |
| College Catalogs/Student Handbook | Permanent | College vault (UL rated fire door) | Director of Student Records and Information Management | Files locked every evening and accessible only through director of student records and information management's office. |

| Official Record | Minimum Length of Time to Retain Record(s) | Record Storage Location | Custodian of Record(s) | Notes |
|---|--|------------------------------------|--|---|
| Graduation Programs | Permanent | College vault (UL rated fire door) | Director of Student Records and Information Management | Files locked every evening and accessible only through director of student records and information management's office. |
| Notary Public Records: Records documenting College-related notary transactions completed by a notary public employed by the College. | 7 years after expiration of notary public's commission | | Director of Student Records and Information Management | |
| Applications for Admissions for persons who do not enroll | 1 year after application deadline | | Admissions Office | Standard correspondence and irrelevant files may be purged |
| Applications for Admissions for person admitted and who enroll | Merged into permanent student record | College vault (UL rated fire door) | | Documents for admission requirements, transcripts, transfer of credits, pertinent correspondence should be kept |
| Documents (i.e., transcripts, scores, etc.) received with no application | 6 months | | Admissions Office | |
| Program Records (school eligibility) <ul style="list-style-type: none"> • Program Participation Agreement • Application portion of the FISAP • Accrediting and licensing agency reviews, approvals, and reports • State agency reports • Audit and program review reports | 3 years from the end of award year from which the report was submitted | Financial Aid Office | Financial Aid Office | Electronic documents are also maintained on the network drive |
| Loan Program Records (student eligibility) <ul style="list-style-type: none"> • ISIR | 3 years from the end of the award year in which | College vault (UL rated fire door) | Financial Aid Office | |

| Official Record | Minimum Length of Time to Retain Record(s) | Record Storage Location | Custodian of Record(s) | Notes |
|---|---|---|---|---|
| <ul style="list-style-type: none"> • Application data submitted to the Department, lender, or guaranty agency by the school on behalf of the student or parent • Documentation of each student's or parent borrower's eligibility for FSA program funds • Documentation of and information collected at any initial or exit counseling required by applicable program regulations • Reports and forms used by the school in its participation in an FSA program, and any records needed to verify data that appear in those reports and forms | the student last attended | | | |
| Student Employment Records (Federal Work Study) | 3 years from the end of the award year in which the student last attended | Financial Aid Office until student graduates or ends FWS employment | Director of Financial Aid | At graduation or when employment ends, whichever one comes first, the records go to the vault |
| Scholarship Documentation (student paperwork, i.e., Application) | 3 years from the end of the award year in which the student last attended | Financial Aid Office until student graduates or enrollment ends | Financial Aid Loan Officer | At graduation or when enrollment ends, whichever one comes first, the records go to the vault |
| Scholarship Documentation (rankings, awarding decisions, criteria spreadsheets) | Permanent | Network Drive | Financial Aid Loan Officer | |
| Veteran's affairs paperwork | 3 years from the end of the award year in which the student last attended | Financial Aid Office until student graduates or enrollment ends | Director of Financial Aid | |
| Accommodation requests and approval documentation | Length of time student is enrolled | Student Success Center | Accommodation/Student Success Coordinator | |

| Official Record | Minimum Length of Time to Retain Record(s) | Record Storage Location | Custodian of Record(s) | Notes |
|--|---|---|---|--|
| Housing Eligibility Form | Length of time student is enrolled | Network drive | Staff Assistant – Admissions Specialist | |
| Disciplinary Actions (including APG decisions) | 8 years | Network drive | Dean of Student Affairs and Enrollment Management | Documentation is also copied to the student file in the vault |
| Admissions Decision Ranking Reports and Rating Sheets (including Holistic Review) | Permanent | Network Drive | Director of Admissions and Recruitment | |
| Orientation Completion Documentation (paper) | Length of time student is enrolled | Admissions until files are transferred to college vault | Director of Admissions and Recruitment and Director of Student Records and Information Management | Files are transferred to Director of Student Records and Information Management within a month of orientation |
| Orientation Completion Documentation (electronic) | Length of time student is enrolled | Learning management system | Director of Admissions and Recruitment and Director of student records and information management | |
| Signed honor codes | Length of time student is enrolled | Learning Management System | Director of Admissions and Recruitment | Prior to the Honor Code being added to the New Student Onboarding Page, the signed copy was maintained in their permanent education record in the vault. |

ADMINISTRATIVE AND FINANCIAL SERVICES

| Official Record | Minimum Length of Time to Retain Record(s) | Record Storage Location | Custodian of Record(s) | Notes |
|---|---|--------------------------------|---|---|
| Daily deposits | 3 years | Business office filing cabinet | Staff Accountant | Off-site storage for 7 years |
| Invoices | 1 year | Business office filing cabinet | Staff Accountant | |
| Checks | 6 months | Business office filing cabinet | Staff Accountant | |
| Accounts payable | 3 years and until audited | | | |
| College budgets | 10 years | Network drive | Dean, Administrative and Financial Services | |
| Financial reports | 5 years | Network drive | Dean, Administrative and Financial Services | |
| Purchase orders | 3 years | Business office filing cabinet | Staff Accountant | |
| Audit records | 10 years | | | |
| Emergency managements plans | Permanent until updated | Network drive | Dean, Administrative and Financial Services; Safety committee chair | |
| Facility master plans | Permanent until updated | Network drive | Dean, Administrative and Financial Services | |
| Request to edit timesheet forms | 3 years | Network drive | Non-exempt staff | |
| Capital expenditures | 5 years and until audited | Network drive | Dean, Administrative and Financial Services | |
| Safety data sheets | 5 years | Network drive; Laboratories | Safety committee chair; faculty | |
| Safety reports (e.g., fire drills) | 5 years | Network drive | Dean, Administrative and Financial Services; Safety committee chair | |
| Title IX complaint documentation | 7 years | President's Office | Title IX Coordinator | Length of time may be longer depending on the |

| Official Record | Minimum Length of Time to Retain Record(s) | Record Storage Location | Custodian of Record(s) | Notes |
|-----------------|--|-------------------------|------------------------|---|
| | | | | severity of the case, and if law enforcement is involved. |